



New Mexico Workforce Connection

PY 07 REQUEST FOR PROPOSAL

**TO DELIVER BUSINESS-DRIVEN SERVICES
TO JOB SEEKERS AND EMPLOYERS**

**UNDER THE WORKFORCE INVESTMENT
ACT FOR THE CENTRAL REGION**

RFP 07-01-Adult/DW (Modified)

**Mid-Region Council of Governments
809 Copper Ave. NW
Albuquerque, New Mexico 87102**



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ATTACHMENT “A” – Required Forms

- **Proposal Cover Sheet**
- **Budget/Budget Back-ups**
- **Assurances and Certifications**
- **Certification of Bidder**

ATTACHMENT “B” – Levels 1-3 Workforce Services to Businesses and Industries

ATTACHMENT “C” – Levels 1-4 Job Seeker/Worker Services

ATTACHMENT “D” – Performance Matrix for All Partners

ATTACHMENT “E” – Definitions

ATTACHMENT “F” – PY07 Funding Estimates

PART 1. APPLICANT INSTRUCTIONS AND GUIDANCE

1.1 Purpose

1.1.1 Solicitation

The Workforce Connection of Central New Mexico (WCCNM) is seeking proposals from qualified Applicants with experience to provide demand-driven services which meet the needs of businesses and job seekers for high paying, high skilled jobs, and contribute to the Central Area's economy. Delivery of adult, dislocated worker service and must be in accordance with Title I of the Workforce Investment Act and provided through each of the established Business and Career Center locations in Bernalillo, Sandoval, Torrance and Valencia Counties.

The purpose of this request is to procure qualified Applicants to enter into a **nine month (9)** contract beginning October 1, 2007 to June 30, 2008, with the option to extend for two (2) additional one (1) year terms based on need, performance and availability of funds.

Requirements:

- Attend a **Mandatory Bidder's Conference (Pre-Proposal Conference)** on Wednesday, August 8, 2007 at 10:00 a.m. at the Mid-Region Council of Governments, 809 Copper Ave., NW, Albuquerque, NM 87102.

This document includes all the specifications and elements of the proposal, evaluation criteria, evaluation process including selection and contract award.

Type of Contract

The successful Applicant(s) will enter into a cost reimbursement contract with the WCCNM. All allowable costs must be detailed using budget forms contained in **ATTACHMENT "A" (Required Forms)**. "Allowable" means allowable under both federal and State requirements and contract terms. Contractors are required to maintain documentation, which substantiates all expenditures and submit monthly invoices.

Firm Competitive Offer

The Request for Proposal is competitive. Each offer should be submitted in the most favorable terms the proposing agency can submit, from a price and technical standpoint. The offer is subject to negotiation, but costs can not increase during contract negotiations.

Proposing Entities

A consortium or team of organizations with complementary skills and experience are permitted to respond to this RFP so long as the entities include a written and signed memorandum of agreement (MOA) The MOA must be signed by the authorized signatory for each collaborating agency and must clearly:

- Identify the lead agency for the collaborative partnership;
- State the roles and responsibilities of each collaborator;
- Include an organizational chart for each organization and for the collaborative as a whole;
- Describe how funds will flow within the collaborative; and
- Include a staffing chart that delineates current staff and proposed staff for the One-Stop Centers.

The role and responsibilities of each collaborative entity must also be reflected in the related areas of the proposal.

No more than one proposal will be accepted from any one organization, whether in the form of a sole proposal or as part of a collaborative. Inclusion of an organization in more than one proposal is a basis for disqualification from consideration as to all proposals.

Any Applicant that provides education, training, or placement services must build into its Business and Career Center design safeguards and assurances that the Center will be operated as a separate entity from the core organization and that all referrals are customer-appropriate and not biased towards its own programs or those of any parent or affiliated organization.

Organizations are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this procurement by a federal department/agency, or if they are not in compliance with the State Taxation and Revenue Department or Internal Revenue Service requirements.

1.1.2 Schedule

WCCNM will release the RFP on August 3, 2007. The document may be requested by formal letter addressed to Mr. Patrick W. Newman, telephone, e-mail and/or picked up in person. Prior to release of the RFP, the Applicant must provide in writing the following information:

Applicant's Organization or Company Name
Contact Name
Phone Number
Fax Number
E-mail Address
Mailing Address and Physical Address

For questions please contact:

Mr. Patrick W. Newman, WIA Administrator
Mid-Region Council of Governments
809 Copper Ave. NW
Albuquerque, New Mexico 87102
505-724-3637
pnewman@mrcog-nm.gov

If Mr. Newman is not available, Ms. Ramona Chavez, WIA Manager may be contacted at 505-724-3638.

Timeline:

Notice and Advertisement of RFP	August 3-5, 2007
RFP available for pickup 8:30 am to 4:30 pm	August 3, 2007
Mandatory Bidder's Conference 10:00am	August 8, 2007
Response to RFP due at MRCOG by 4:30pm	September 4, 2007
Proposal review and rating by WCCNM ad hoc committee.	September 5, 2007
Executive Committee meeting to review and approve committee recommendations.	September 6, 2007
Full Board meeting to approve contract awards.	September 17, 2007
Staff & awardees negotiate and finalize contract(s).	September 18-20, 2007
CEO Meeting	September 20, 2007
Contracts begin.	October 1, 2007

The staff of the Mid-Region Council of Governments (MRCOG), as the Administrative Entity for the WCCNM, will be holding a **MANDATORY** Bidder's Conference on August 8, 2007 to review the RFP. The conference will include a question and answer session.

Applicants are strictly prohibited from contacting Workforce Board Members or MRCOG staff other than those staff members noted above.

1.1.3 Modifications or Withdrawals by Applicants

Proposals may be modified or withdrawn by written notice to MRCOG, addressed to Mr. Patrick W. Newman, **prior to the deadline for the submission of proposals**. Any changes must be initialed by the person(s) signing the proposal. In no event may proposals be modified by the Applicant after the submission deadline, unless the modification is requested by the MRCOG and/or Workforce Board for proposal clarification or contract negotiation.

1.1.4 Addenda to the RFP

The WCCNM reserves the right to delay, amend, or reissue to RFP at anytime. At the discretion of the WCCNM, if it becomes necessary to revise any part of this RFP, an addendum will be mailed to all known recipients of this RFP. Changes to the timeline for this request and/or additional information will be provided as changes occur.

1.1.5 Right to Cancel, Accept or Reject

The WCCNM reserves the right to cancel all or any part of this RFP at any time without prior notice. The WCCNM also reserves the right to modify the RFP process and timeline as is deemed necessary without prior notice.

The RFP does not commit the WCCNM to accept any proposal submitted, nor is the WCCNM responsible for any costs incurred by the Applicants in the preparation of responses to this RFP. The WCCNM reserves the right to reject any and all Request for Proposals, to accept or reject any or all items in the Request for Proposals, and to award the contract in whole or in part as it deems to be in its best interest of the WCCNM. The WCCNM reserves the right to negotiate with any Applicant after the proposals are reviewed, if such action is deemed to be in WCCNM's best interest.

1.1.6 Appeal/protest

Applicants not selected and who are aggrieved as a result of the selection of the Service Provider may protest to the Chair of the WCCNM. The protest must be submitted in writing, signed by the organization's authorized representative, hand delivered and/or sent by registered mail within fifteen (15) calendar days after selection of the Service Provider.

The written appeal/protest must include the following information:

- The funding decision being appealed/protested (i.e., specific date of the RFP and action taken by WCCNM;
- Name, address and phone number of protesting party(ies);

- A description of any alleged acts or omissions by the WCCNM that form the basis for the appeal/protest (this must include the specific concerns and the specific grounds for the appeal/protest);
- Any written information the bidder believes is relevant to the appeal/protest; and
- The remedy sought by the bidder.

Email and fax transmittals will not be accepted. There is no relief accorded organizations for not filing within the time frame listed above.

Protests must be submitted to Mr. Bob Davey, WCCNM Chair, at 809 Copper Ave. NW, Albuquerque, NM 87102. The protest must indicate the Board action appealed and the violation that forms the basis for the protest. The Chair of the WCCNM will respond to all protests submitted in accordance with the above procedure.

1.1.7 Pre-Award Conditions

The WCCNM also reserves the right to conduct an on-site pre-award survey of the Applicants facilities. In addition, the WCCNM will review the Applicants administrative and programmatic delivery system. MRCOG will contact the Applicant in advance if such a visit is to take place. The Applicant must ensure at least one staff member is available to respond to questions. Performance data from other jurisdictions and funding sources regarding the Applicants ability to meet planned goals and funding requirements may be requested.

Findings from the pre-award survey will be used in determining Applicants capability(ies). These findings will take precedence over any written statements in the proposal that cannot be verified on-site.

1.1.8 Ex-Parte Communications

Respondents are prohibited from communicating with any board member or MRCOG staff member, or other person serving as an evaluator during the RFP process. Respondents directly contacting a board member or evaluator risk elimination of their proposals from further consideration.

1.1.9 Period of Performance

The period of performance for this program will not be **earlier** than July 1, 2007 nor later than June 30, 2008. The proposals should be developed for a nine (9) month period. Award continuations are contingent upon successful performance during the preceding period, need, and the continued availability of funds (See established adult and dislocated worker Performance Measures in **Part 3** of this RFP).

1.1.10 Performance Reviews

The WCCNM will periodically review the Contractor's actual Earning and/or Performance levels, for the purpose of assessing whether an adjustment of the funds allocated is appropriate. Contracts performing below planned earnings or performance levels will be subject to de-obligation of unearned/unused funds.

If the Contractor is found significantly below planned earnings or performance rates, Contractor must develop and submit a corrective action plan showing how the planned earnings and performance rate will be achieved through accelerated performance during the period of the contract. The WCCNM may accept or reject the corrective action in whole or in part and may unilaterally de-obligate the difference between the planned and actual earnings rate and/or performance rate.

1.1.11 Suspension of Funding

Funds may be suspended in whole or in part for cause prior to or in lieu of contract termination. Cause shall include, but is not limited to, the following:

- Failure to comply in any respect with **any** of the terms or conditions of this contract.
- Any violation of applicable federal regulations or WIA guidelines.
- Submittal of reports to WCCNM or MRCOG that is incorrect in any substantial and material respect.
- The WIA grant to the WCCNM for this program is terminated or suspended.
- The contractor is unable or unwilling to accept any additional conditions that may be required by law, by executive order, by regulations, or by other policy announcement by the grantor.

Upon suspension of contract funding, contractor agrees not to expend any funds related to or connected with the area of conflict from which the WCCNM has determined suspension of contract funding is necessary.

1.1.12 Co-Mingling of Funds

Funds provided under this contract to the Contractor may not be co-mingled with those obtained from any other sources, nor may these funds be used for any purpose other than payment of the reasonable, allowable and allocable expenditures incurred in furtherance of this contract. Specifically forbidden is the temporary "loan" or transfer of funds provided by the WIA under this contract to other programs within the control of the contractor.

1.1.13 Cost Allocation Plan

Contractor(s) selected will be required to participate in a resource sharing agreement in which a cost allocation plan has been developed by the Mid-Region Council of Governments on behalf of the WCCNM.

1.1.14 Audit

All Contractors, whether public or private, commercial or non-profit, will be required to submit a certified audit of the contracted program. This audit must adhere to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. Commercial organizations will have the option of auditing the contracted program or submitting an organization wide audit. This will be determined during negotiations. Other providers will submit a program audit each year.

A copy of the Contractor's certified audit must be provided to the WCCNM within 180 days of the end of the Contractors' fiscal year, and the audit must cover the entire contract period. The cost of the annual audit must be included in the Contractors cost proposal.

WCCNM also requires that the Contractor submit a copy of its most recent audit along with its proposal. If a recent audit is not available, the contractor should submit financial statements sufficient to indicate the fiscal integrity of the contractor.

1.1.15 Contractor Certifications

To qualify for a contract with the WCCNM, Applicants must have completed the Assurances and Certifications forms contained in ATTACHMENT "A" (Required Forms).

1.1.16 Americans with Disabilities Act

The Americans with Disabilities Act (ADA) requires all employers and organizations receiving federal funds to have their workplace facilities and programs accessible to persons with disabilities as specified in Section 188 of WIA.

1.1.17 Nondiscrimination

Projects funded in response to this RFP are considered to be projects receiving federal or state financial assistance and, as such, are subject to prohibitions against discrimination. Specifically, no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any such program because of race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity, political affiliation or belief.

1.1.18 Conflict Of Interest

Entities applying to deliver adult & dislocated worker and/or youth services in the Business and Career Centers must provide evidence that services and referrals

provided by the Centers will not be biased toward any specific organization(s). Examples of such evidence include, but are not limited to:

- Evidence of capacity to make referrals that do not reflect bias or steering toward the parent institution or any other organization. Show how neutrality will be measured and how referrals will withstand the test of customer appropriateness.
- Evidence of plans for achieving the goal of enabling customers to move as quickly and as effectively as possible to their employability goals.

1.1.19 Contractors Staff – Conflict Of Interest

Contractor will establish safeguards to prohibit employees from using their position for a purpose that is or gives the appearance of being motivated by desire for private financial gain for themselves or others, particularly those with whom they have family, business or other relationships. Contractor's personnel may not accept gratuities, favors, etc., from subcontractors or potential subcontractors.

1.1.20 Records Retention

A Contractor is responsible for retaining all records that pertain to and support each of the Business and Career Centers, including financial and programmatic records, for a minimum of three years after the completion of the audit. Contractor may be required to retain records for a longer period if questions or litigation arise regarding any part of the program. The Contractor must make records available to any duly authorized representative of WCCNM during the records retention period. The cost of records retention outside of the contract period shall be borne by the Contractor.

1.1.21 Maintenance of Effort

The WCCNM requires that all programs and services proposed pursuant to this RFP be in addition to programs and services already being provided by the proposing entity. Programs and services funded by the Business and Career Centers may not be used to defray the costs of, or to supplant, existing programs or program service levels available through the proposing entity. Proposing entities must be able to demonstrate that existing service levels will not decline as a result of this funding.

1.1.22 Alignment with Local Area Plan and Business Plans

The WCCNM has developed the Local Area Plan under the guidance of the State Administrative Entity. All entities responding to this RFP are expected to demonstrate that the programs and services being proposed will contribute to the accomplishment of one or more of the goals embraced by the Plan.

In addition, the WCCNM has developed and adopted Business Plans for each of the four (4) counties. The Business Plans provide the strategy for each of the

counties and are consistent with the State of New Mexico's One-Stop System Guide and are tailored to meet the workforce requirements of the Central Region.

The successful Contractor(s) will be required to follow both of these documents in their design and delivery of demand-driven and integrated services.

1.1.23 Contractor Acknowledgement

Contractors must display the New Mexico Workforce Connection logo on all published documents, including brochures, letterhead stationary and outreach material, including television ads, newspaper ads, and all signs on buildings as a means of establishing state branding and community awareness of the program and services.

Applicants must stipulate that they will conform to this requirement in their proposal.

1.1.24 Applicable Law and Regulations

The Contractor must comply with all applicable federal and state legislation, applicable rules and regulations and policies and procedures that govern the funding and services to be provided under this contract.

Contractor must also comply with the Office of Management and Budget Circulars A-87, A-102, A-122, A-128 and A-133, as these circulars relate to the utilization of funds, the operation of programs, and the maintenance of records, books, accounts, and other documents.

1.1.25 Confidentiality

Contractors are responsible for maintaining the confidentiality and security of all information as a result of its contract with WCCNM. Contractor is required to take the necessary precautions to protect information from loss, unauthorized use, access, disclosure, modification and destruction.

1.1.26 Bonding

Applicants must identify the individuals in their organization who will be responsible for handling all WIA funds. Evidence those individuals are bonded will be required

1.1.27 Insurance

The Contractor shall procure and maintain at the Contractor's expense insurance of the kinds and in the amounts herein provided. This insurance shall be provided by insurance companies authorized to do business in the State of New Mexico and shall cover all operations at the Business and Career Centers, whether performed by the Contractor, the Contractor's agents or employees, or by subcontractors.

All insurance provided shall remain in full force and in effect for the entire contract period.

The Contractor shall procure and maintain, during the life of Business and Career Center operations, Employee Workers Compensation, Commercial General Liability, and Business Automobile Liability. The policies will be written with the WCCNM and its Administrative and Fiscal Agent, MRCOG, as additional insured, while acting within the scope of their duties against all claims arising out of, or in connection with, the work to be performed. All insurance documents must include a provision for 30-day written notification to WCCNM (809 Copper Ave. NW, Albuquerque, NM 87102) if a policy has been materially changed or canceled. The policies will be written on an occurrence form, and shall provide limits as follows:

Workers Compensation – Statutory

The Contractor shall comply with the provisions of the Workers Compensation Act of the State of New Mexico, (the "Act"). If the Contractor has determined that it is not subject to the Act, it will certify, in a signed statement, that it is not subject to the Act. The Contractor will notify the WCCNM and comply with the Act should it employ three or more persons during the term of any Agreement with the WCCNM. If the Contractor fails to comply with the Act and applicable rules when required to do so, the agreement with the WCCNM may be terminated effective immediately.

Commercial General Liability with ISOCG2503

- Bodily Injury/Property Damage: \$1,000,000 Each Occurrence
\$2,000,000 General Aggregate
- Products/Completed Operations: \$1,000,000 Each Occurrence
\$2,000,000 Aggregate
- Property Damage Liability Insurance shall not exclude WCCNM.

Business Automobile Liability

- Combined Single Limit: \$1,000,000 Each Occurrence with ISO CA00011293

Business Automobile Liability Insurance shall include coverage for the use of all owned, non-owned and hired automobiles and vehicles.

The Contractor shall furnish one copy of each Certificate of Insurance required which shall specifically set forth evidence of all coverage required, at the time of contract signing. The Contractor shall furnish to the WCCNM copies of any endorsements that are subsequently issued amending coverage or limits. The Contractor shall not do business in the Business and Career Centers until the required insurance has been obtained and the proper Certificate of Insurance provided to the WCCNM.

Increased Limits

If the legislature of the State of New Mexico increases the maximum limits of the liability under the Tort Claims Act, WCCNM may require the Contractor to increase the maximum limits of any insurance required herein.

1.2 Background Information

1.2.1 Workforce Connection of Central New Mexico (WCCNM)

WCCNM is the legal name given by the Chief Elected Officials (CEO's) for the Central Area's local Workforce Investment Act (WIA) Board. The Board is a volunteer board appointed by the Chief Elected Officials (CEOs) of the four county areas which include Bernalillo, Sandoval, Torrance, and Valencia Counties.

The Board provides the framework for administering federal WIA funding to provide workforce development activities that increase individuals' earnings and skills and are responsive to business and industry needs.

The Board is a thirty-seven member board which includes representatives from:

- Private Sector (must represent the majority of the Board membership)
- Organized Labor and Community Based Organizations
- Educational Agencies
- Vocational Rehabilitation Agencies
- Public Assistance Agencies
- Economic Development Agencies
- Public Employment Agencies
- Local Literacy Councils
- Adult Basic and Continuing Education Organizations

The Board's work is carried out through Executive, Monitoring & Oversight, Performance and Monitoring, Service Provider, Youth Council and Ad Hoc Committees.

Responsibilities of the WCCNM include:

- Selection of operators and providers of adult, dislocated worker and youth services in each of the four Business and Career Centers;
- Analyzing the Regional Economy, Businesses and Industries;
- Identifying Regional Competitive Challenges and Market Opportunities;
- Identifying Current and Future Workforce needs;
- Prioritizing Industries and Industry Segments;
- Establishing Workforce Alliances with Priority Industries;
- Identifying Workforce Services most likely to add value to Priority Industries;
- Targeting Training Funds and Resources for Businesses in Priority Industries;

- Tailoring Delivery of Services to Businesses in Priority Industries;
- Targeting Resources for “Outreach” to Businesses in Priority Industries;
- Requiring Operational Specifics for each Business and Career Center (i.e., single point of contact, dedicated phone line for businesses, dedicated account representatives for businesses in Priority Industries, services tailored for businesses in priority industries, elimination of duplicate “marketing” contacts to businesses);
- Incorporating ALL of the above into a BUSINESS PLAN for each county; and
- Conducting a successful Self-Assessment of each Business and Career Center prior to their certification.

The Board has selected the Mid-Region Council of Governments (MRCOG) to serve as the Administrative Entity, Fiscal Agent and Program Operator on their behalf.

1.2.2 Organizational Overview

MRCOG's primary purpose is to design and oversee a workforce system that ensures a skilled, productive workforce to support a healthy economy throughout Bernalillo, Sandoval, Torrance, and Valencia Counties. WCCNM establishes and maintains public and private partnerships which provide cost-effective, quality programs that promote individual self-sufficiency and address the needs of business.

Responsibilities of MRCOG include:

- Plan, oversee and evaluate the operation and effectiveness of the Workforce System;
- Allocate funds;
- Monitor Workforce System performance, quality of service, and cost effectiveness; and report on performance to the WCCNM and Committees;
- Administer the local application process for the Central Areas Eligible Training Provider List (ETPL);
- Provide and maintain the computer network, PCs, printers, internal and external electronic mail, software, Internet access, and websites;
- Market the Workforce System to businesses and clients and participate in county and statewide marketing campaigns to increase understanding and usage of the system;
- Maintain facility and equipment leases for all four Business and Career Centers as well as inventory of the facilities;
- Develop and administer Cost Allocation Plans and Resource Sharing Agreements for all four Business and Career Center;
- Recruit partner agencies and develop required Memorandums of Understanding (MOU's) to provide integrated services in each Business and Career Center;

- Establish and facilitate regularly scheduled meetings with all Business and Career Center Partners;
- Establish and maintain working relationships with businesses, business associations or groups, and economic development organizations to achieve organizational goals;
- Provide labor market information and coordinate rapid response activities;
- Develop and submit proposals for additional funds to enhance Workforce System services;
- Prepare grant plans and/or modifications as required;
- Approve site locations and facilities;
- Provide a common WCCNM logo and Marketing Plan and guidance for its use;
- Ensure compliance with all rules, regulations, and procedures.

PART 2. WCCNM'S COMPREHENSIVE WORKFORCE SYSTEM

2.1 Strategic Direction

2.1.1 Background

There are many factors which impact a new business. Business needs have become more complex and labor pools are not necessarily ready to meet those needs. Government and nonprofit sectors are faced with increased demands as well as shrinking resources. Industry sectors are impacted by various emerging trends and influences. One commonality faced is the challenge of finding a workforce pool that is equipped with the proper tools to compete in a global market place.

To create a competitive economic development and workforce advantage in the Central Region, the WCCNM comprehensive workforce system will be designed to (1) help businesses solve workforce problems and (2) assist workers with career transitions. Strong and vital regional economies requires a workforce system that unifies the numerous strategies and approaches to training, education and employment programs by various state and local agencies operating within the Region into a comprehensive workforce system, and develop and deliver results for industry, business, workers and job seekers.

WCCNM's comprehensive workforce system is built on two pillars (1) a demand-driven strategy, and (2) workforce service integration. A strong workforce system contributes to: a robust economic environment, industry growth, highly competitive and profitable businesses, skilled and productive workers, growing and thriving communities.

WCCNM has provided guidance, direction and leadership for the Central Area's industry and business strategy through the MRCOG as the administrative entity. Guidance, direction and leadership include advising the Board on economic, industry and business conditions, developing and implementing strategies for Board-selected priority industries and businesses in Board-selected priority industries and businesses, and following through with service requests from and service delivery for priority industries and businesses in priority industries.

2.1.2. WCCNM's Business and Career Centers

WCCNM must provide business-driven, integrated workforce services to implement the new service strategy. A Business and Career Center (BCC) is located in each of WCCNM's four counties (Bernalillo, Sandoval, Torrance and Valencia). For each Business and Career Center location, WCCNM has developed and documented a Business Plan. These Business Plans provide the strategy for each Center location, and are consistent with the State of New Mexico's One-Stop System Guide, and are tailored to meet the workforce requirements of the Central Region.

The WCCNM has also designated the MRCOG as the Program Operator. The MRCOG has selected a Site Manager for Bernalillo County who will serve as the primary point of contact for all BCC operations. The Site Manager will be responsible for integration of all BCC resources, including staff, to deliver business-driven, integrated workforce services and achieve results for businesses, workers and job seekers.

The Business and Career Centers are the “brick-and-mortar” vehicles for delivery of integrated services; they house a service in a single location (i.e., brick-and-mortar) that facilitate the integration of services, but does not constitute integrated services. Integrated services respond to demand-driven needs and requirements, and eliminate duplication of steps to obtain services and achieve results.

2.2 WCCNM's Strategy

WCCNM's strategy for delivering demand-driven, integrated services includes areas to be targeted; target areas are summarized here and described more fully in each of the Workforce Connection Business Plans. Targeted areas are industries that have been identified and designated of Priority Industries. Work with Priority Industries includes developing industry Workforce Alliances in Priority Industries, designating representatives for businesses in Priority Industries, and customizing services (including training) for businesses in Priority Industries.

2.2.1 Human Resource & Workforce Services for Businesses & Industries

The Human Resource & Workforce Services for Businesses & Industries services have been identified as Level 1-3 services and are delineated in Tables 3A-3C in the Business Plans and ATTACHMENT “B” herein.

2.2.2 Priority Industries Strategic Elements

The Board has selected Priority Industries for each of the four (4) counties. Priority Industries are designated based on the following factors: existing and new businesses, contribution to quality of life, career options, high-wage/high growth, and contribution to state's and region's wealth. Training is expected to be focused on jobs in Priority Industries; fifty percent (50%) of training dollars are to be used for preparing individuals for jobs in Priority Industries.

2.2.3 Workforce Alliance

A Workforce Alliance is comprised of businesses within a Priority Industry. A Workforce Alliance is for the purpose of identifying the workforce needs of businesses in a Priority Industry, developing services to respond to the needs and working with the Board and Business and Career Center partners to continuously customize and improve the delivery of workforce services.

2.2.4 Industry Representative

An Industry Representative is an individual responsible for developing and maintaining a Workforce Alliance with businesses and working to identify, develop, customize and continually improve services to businesses in the Priority Industry.

2.2.5 Business Representative

A Business Representative is the individual responsible for working directly with a business. Business Representatives are expected to proactively work with businesses in Priority Industries, and to respond to requests from all businesses. Business Representative's proactive work with a business in a Priority Industry is coordinated with Industry Representative and includes developing and maintaining a working relationship with the business, learning about the business's situation, understanding the workforce needs of the business, developing solutions to address the business's workforce needs, proposing solutions to the business, following through on service delivery and following up on results. Business Representative's work with businesses other than those in Priority Industries includes responding to requests for information and services, and may include identifying the services required, arranging for the delivery of services, following through on service delivery and following up on results. It is anticipated that during the initial period of implementation. Business Representative's work will be focused on businesses in Priority Industries.

2.2.6 Tailored Services (Level 3)

Tailored services are intended to anticipate and respond to the workforce needs of businesses in Priority Industries. Workforce services that will be tailored for businesses in Priority Industries include:

1. Training to the requirements of the Priority Industries and/or Businesses in Priority Industries and to meet the industry or business certification requirements:
2. Job Analysis and Job Profiling, Job Structuring, Describing Job Duties and Skill Requirements,
3. Recruitment of Job Candidates,
4. Special Services (e.g. Reference Checks, Drug Testing),
5. Assessment, Tailored Screening and Tailored Testing of Potential Applicants,
6. Referral of job candidates meeting or exceeding job qualifications, and
7. Follow-through on service delivery and follow-up on results.

2.2.7 Services for All Businesses

Services for all businesses are intended to meet business's basic human resource requirements and are referred to as "Human Resource Basics". The following services 1-15 are available for all businesses:

1. Designated Workforce Connection staff to assist businesses seeking and using Workforce Connection information and services,
2. Dedicated phone line for business contacting the Workforce Connection,
3. Assistance posting job openings through the Internet and on-site,
4. Assistance accessing applicant resumes / applications,
5. Assistance accessing labor market information,
6. Assistance accessing information on tax incentives,
7. Assistance accessing information on training programs, including apprenticeship,
8. Assistance accessing human resource-related information,
9. Assistance accessing labor relations information,
10. Assistance accessing healthy workplace information,
11. Use of fax, phone, copy machines, computers and Internet access,
12. Use of offices for interviewing,
13. Outplacement services,
14. Workshops, e.g., Business Financing, Venture Capital, Establishing a Business, Entrepreneurship, EEO / Affirmative Action & Employment Information, Legal & Tax Questions, and
15. Referral to appropriate partner, community & business resources.

Services 16-24 are anticipated to be used by businesses in Priority Industries and individual businesses requesting services customized to their individual requirements:

16. Single contact with the Workforce Connection,
17. Assistance identifying job requirements, describing job requirements and posting openings,
18. Customized recruitment of qualified job candidates,
19. Customized screening of potential applicants for designated job requirements,
20. Customized testing and assessing for job specific skills,
21. Conveying skills requirements to potential job applicants & job applicant skills to business,

22. Customized referral of screened & qualified job applicants,
23. Follow through on service delivery, and
24. Follow up on results achieved.

The three categories of services (i.e. Human Resource Basics, customized services and tailored services) form the basis of both the marketing and service delivery strategies.

2.2.8 Marketing Services to Industry and Businesses

Marketing includes the steps summarized here: meet one-on-one with owners/managers; listen to business situations and learn their workforce and workforce-related needs; meet with industry group or association to form Industry Workforce Alliance to identify common workforce needs, including training; develop delivery options; meet one-on-one with individual businesses to discuss proposals for tailored services; modify and refine proposals; deliver services and assess service experience and results.

2.2.9 Positioning Workforce Connection Services

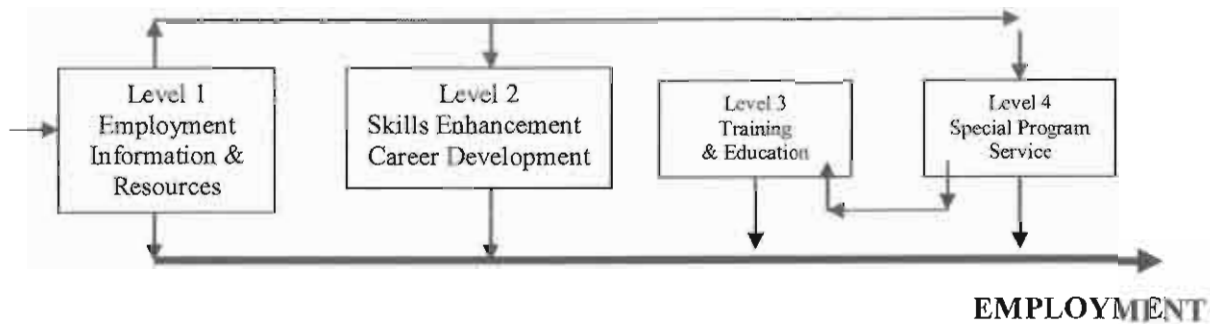
Positioning WCCNM's services will move the business and public perception of the workforce system from one of a "social service", "welfare" and "unemployment office" to one of a workforce solutions provider, providing value-added services to assist businesses to solve workforce problems and to assist individuals in career transition.

2.2.10 Method of Service Delivery

All workforce service delivery will be provided in a manner to meet the expressed service expectations articulated by businesses. Service delivery expectations include: relevant, valuable, reliable, customized, responsive, flexibly delivered, accessible and meet expectations.

The workforce services available for workers and job seekers are basically: information on available job openings, assistance in career planning and locating employment opportunities, skills development aimed at making the job search successful, and skills training and education. These are labeled Levels 1, 2 and 3 as shown below. Level 4 includes activities associated with special programs.

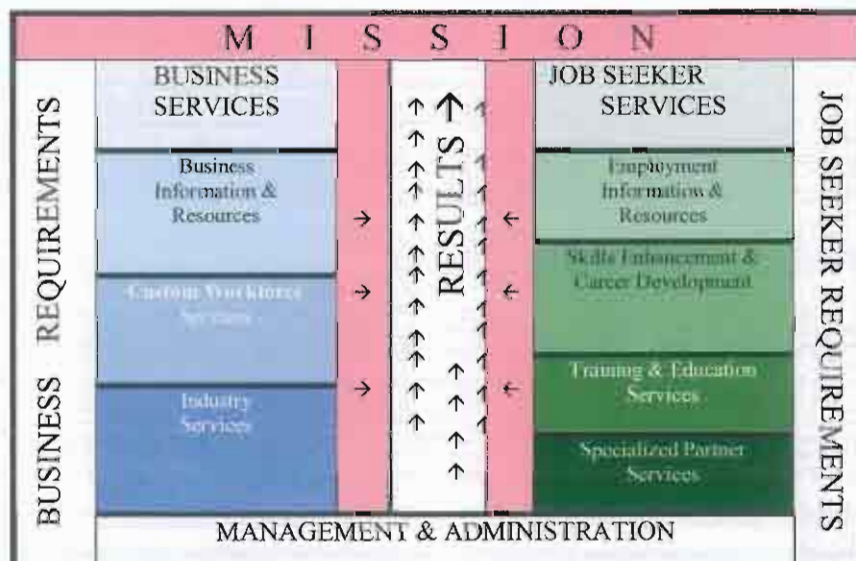
The four levels of job seeker and worker services are described in ATTACHMENT "C". The flow of services is shown on the following page.



2.2.11 Coordination of Business & Worker Services

Finding good workers for business and good jobs for workers is the key to success for the workforce system. Meeting the requirements of business and job seekers is critical to success. For results to occur, business and job seeker services must be coordinated. As shown below, effectively matching business and worker requirements means results.

WORKFORCE CONNECTION SERVICE INTEGRATION MODEL



2.3 Coordination of industry/business services and job seeker /worker services

Industry / business services do not yield performance results without job seeker and worker requirements being met; job seekers and workers do not yield performance results without industry and business requirements being met. Coordination of industry / business services and job seeker / worker services is key to performance. In particular, coordination is central to service and performance in the following areas: identifying skills and skill requirements,

recruitment of skills, testing and assessment, screening, referral, training, follow up and follow through.

Referral is an example of a **service area** in which coordination is critical (see table below).

REFERRAL SERVICE: SUPPORTING PROCESSES TO BE IMPROVED		
"Business" Processes	Selected Coordination Requirements	"Job Seeker" Processes
Conduct job analysis	Staff knowledge & expertise re. industry, business, job seekers	Job application design
Profile job	Match processes and systems	Design job application form
Obtain knowledge of industry/business	Analyzing test/assessment results	Obtaining knowledge of industry/business
Identify/specify job requirements	Understand business and job seeker requirements, to make a good fit	Convey industry/company requirements to applicants
Job order design [i.e., design of the form that describes the job opening & requirements]		Explain job requirements to potential applicant
Describe job opening		Administer test/assessment
Post job opening		Coordinate with job seeker
Evaluate job seekers test/assessment results		
Convey potential applicant skills to business		
Coordinate with business		
Refer qualified job candidates		
Follow – up		

A number of processes support the referral service; processes on both "sides" are critical for performance. Performance cannot result unless the two sides are coordinated. Unless processes are coordinated, referral cannot yield successful placements, high levels of retention and increased wages – key performance standards. Therefore, coordination is key to performance.

Service for which coordination is critical includes:

- Posting job descriptions and job opening announcements
- Recruitment for jobs with businesses in priority industries
- Assessment for jobs with businesses in priority industries
- Referral for jobs with businesses in priority industries. For jobs in general businesses.
- Training for jobs with businesses in priority industries. For jobs in general businesses.

In order to achieve performance levels, services must meet industry/business and job seeker/worker requirements. To meet requirements, services must be supported by processes designed to meet industry/business and job seeker/worker requirements. To yield effective results and meet industry/business and job seeker/worker needs, the processes must be coordinated.

PART 3. PROPOSAL FORMAT

3.1 Instructions

The Applicant must submit hard copies of the proposal and required Attachments. Electronic copies/versions will not be accepted. The WCCNM must receive the proposal no later than **September 3, 2007 at 4:30 PM**. Submit one (1) proposal with original signature and six (6) copies to:

Mid-Region Council of Governments
809 Copper Ave. NW
Albuquerque, New Mexico 87102
Attn: Patrick W. Newman, WIA Administrator

If Applicants send their proposals by means of U.S. Postal Service, U.P.S, or any other type of delivery service, Applicants are responsible for requesting proof of delivery date and time from their chosen provider.

Each Applicant is requested to submit its proposal(s) in a format suitable for ease of review with a minimum of repetitious material. The proposals(s) should clearly demonstrate the Applicant's ability to staff and implement a Business-Driven Program. In order to simplify the review process and obtain the maximum degree of comparison, proposal(s) shall be organized as follows:

3.1.1 General Requirements

Page Limits - Applicants shall adhere to the following page limits and formatting requirements:

Executive Summary - 3 pages
Business Plan Content - 35 pages
Budget Narrative - 6 pages

No other page limits are in effect. (NOTE: The Organizational charts, budget pages, project organization chart, and project team members' resumes, which should be included in the Attachments, are not subject to the page limits.)

Formatting Requirements

Font size: 12 point
Line spacing: Single-spaced
Margins: At least 1 inch
Pages: Single-sided
Page numbering: Centered at the bottom of each page

3.1.2 Table of Contents

The table of contents shall clearly identify the page number for each section of the proposal.

3.1.3 Proposal Cover Sheet

The proposal cover sheet included herein in **ATTACHMENT "A"** shall be used by agencies/organizations responding to this Request for Proposal.

3.1.4 Executive Summary

The executive summary shall briefly state the applicant understands the work to be done and summarize the approach to staffing and implementing the Workforce System to achieve measurable outcomes. The summary shall reference the Applicant's organizational goals and how they align with the new Workforce System.

3.1.5 Performance Measures

This section establishes the performance indicators to be met by the agency/organization selected to deliver adult, dislocated worker and/or youth services in the four (4) Business and Career Centers. These measures address the overall program outcomes to be achieved for the population and geographic areas to be served. The proposal should address the strategies to be employed to provide outreach in the community to recruit participants and employers in order to meet the performance measures.

The selected contractor(s) will be evaluated according to the achievement of these stated measures. The PY 07 performance standards for the Local Area have not yet been negotiated with the Office of Workforce Training and Development. The 8th year indicators must be met during the contract period October 1, 2007 to June 30, 2008 (PY07 performance measures are currently being negotiated).

ADULT

Performance Indicator	7th Year PY 06	8th Year PY 07	Explanation of method used for determining the average
Entered Employment	78%		Determination based on the number of Adults who are not employed at registration: Number of Adults who have entered employment by the end of the first quarter after exit divided by number of Adults who exit during the Quarter.

Retention	88%		Of those Adults who are employed in the first quarter after the exit quarter. Determination based on the number of Adults who are employed in <u>both</u> the second and third quarters divided by the number of Adults who exit during the Quarter.
Average Earnings Increase	\$10,500		Determination based on the number of Adults who are employed in the first, second <u>and</u> third quarters after the exit quarter: Total Post Program Earning in second quarter <u>plus</u> total earnings in the third quarter after the exit quarter <u>divided</u> by the number of Adults who exit during the Quarter.
Employment and Credentials	66%		Determination based on those who received classroom training or basic skills training; Number of Adults who were employed in the First Quarter after exit and received credit for completing classroom training or basic skills training by the end of the Third Quarter after exit divided by the Number of Adults who exited during the Quarter.

DISLOCATED WORKER

Performance Indicator	7 th Year	8 th Year	Explanation of method used for determining the average
Entered Employment	87%		Determination based on the number of Dislocated Workers who are employed in the first quarter after exit: Number is Dislocated Workers who have entered employment by the end of the first quarter after exit divided by Number of Dislocated Workers who exit during the Quarter.
Retention	92%		Of those Dislocated Workers who are employed in the first quarter after the exit quarter. Determination based on the number of Dislocated Workers who are employed in <u>both</u> the second and third quarters after exit divided by the number of Dislocated Workers who exit during the Quarter.
Average Earning Increase	\$13,500		Determination based on the number of Dislocated Workers who are employed in the first, second <u>and</u> third quarters after the exit quarter: Total Post Earnings in second quarter <u>plus</u> total earnings in the third quarter after the exit quarter divided by the number of Dislocated Workers who exit during the quarter.

Employment and Credentials	66%	Determination based on those who received classroom training or basic skills training: Number of Dislocated Workers who were employed in the First Quarter after exit and received credit for completing classroom training or basic skills training by the end of the Third Quarter after exit divided by the Number of Dislocated Workers who exited during the Quarter
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The selected provider(s) for adult and dislocated worker services will be required to work cooperatively with other partners in the Business and Career Centers to help achieve the performance measures contained in **ATTACHMENT "D"**.

3.1.6 Budget

Applicants are required to submit an overall activity budget (See **ATTACHMENT "A"**), that includes a line-item detail of each activity. There are three (3) forms, Budget Summary, Administration Budget and Program Budget with supporting Back-ups. Applicants are to provide a detailed accounting for expenditures in the following three (3) categories: Administration (with indirect charges capped at 15%).

All personnel costs must identify each Business and Career Center, staff position, hourly salary, annual salary, fringe benefits, and percentage of time spent on the activity. Non-personnel costs should also be further outlined into specific line items.

Each applicant is required to submit a Budget Detail by activity that corresponds to its line item detail of each activity and funding stream. This narrative should justify the need for all costs built into the line item detail, the methodology utilized to derive each cost, and the methodology used to allocate the line item cost across the funding streams (WIA Dislocated Worker, WIA Adult, administrative costs or what makes up the Indirect Cost). For example, to support the fringe benefits line item, include percentages for FICA, worker's compensation, health insurance, retirement, and related expenses. This narrative should not exceed six (6) pages.

Total indirect and profit (if applicable) should not exceed fifteen percent (15%). To the extent to which a contractor can meet performance objectives while minimizing indirect costs will be a factor in the evaluation process. Any indirect costs budgeted must be supported by an indirect cost rate agreement. All cost should be identified as program or administrative costs.

Please Note: The MRCOG as the Program Operator will manage the costs associated with the day-to-day operations of the Business and Career Centers via Resource Sharing Agreements and Cost Allocation Plans with each participating agency/organization.

3.1.7 Administrative vs. Program Costs

The Workforce Investment Act (WIA) identifies two cost categories: Administrative costs and Program costs. Note that costs can be charged to the administrative cost category are limited. For more information on Administrative and Program costs, refer to "20 CFR, Section 667, Part 200 et seq." All applicants must follow the CFR when classifying budgeted costs as administrative or program costs.

3.1.8 Partner Agreements and Sub-Contracts

A Budget Form has been provided to allow proposing organizations to demonstrate specific partner commitments, when available. This information is not essential for responding to the RFP but will strengthen a proposal if partners are identified with signed agreements that include budget commitments.

All purchases made with federal funds, including subcontracted activities, must be procured competitively in accordance with applicable WCCNM and New Mexico procurement regulations. If a proposal includes subcontracted services, a copy of the proposed subcontract with a detailed line item budget must be included with the proposal, as well as a letter of commitment from the subcontractor.

3.1.9 Financial Capacity

The proposal must include the agency/organization/company's financial management plan and methodology to manage expenditures to required contractual benchmarks. Include projection and tracking methodologies and reporting and oversight mechanisms and electronic system. Applicants must submit a copy of their last two (2) years audits.

3.1.10 Transition

All Applicants must include a Transition plan as a part of their proposal. WCCNM expects that the parties involved in the transition will work together to ensure that services to customers and businesses are not negatively impacted or disrupted. Selected Contractor(s) will assume complete responsibility for staffing and providing services by October 1, 2007.

The selected Contractor(s) will be required to implement a transition plan that ensures a smooth and effective transfer of responsibilities, delivery of services, contracts, subcontracts, and the continuity of quality services and customer satisfaction. The transition plan should address the following:

- Describe the activities required of each party to the transition of adult/dislocated worker services.

- Describe the process for notification of customers, training providers, each of the Business & Career Center Partners, community organizations, etc., about the change in Contractor(s).
- Provide a detailed timeline for each transition activity.
- Describe the steps you will take to ensure no disruption of service.
- Discuss your strategy for assessing current Business & Career Center staff, and probationary period, recruiting any needed additional staff, and negotiating salaries and benefits.
- Discuss your plan for transferring or receiving participant and financial records.
- Identify the key staff, by time and name, which will be responsible for transition activities and their qualifications.

3.1.11 WCCNM Contracting Procedures

The proposing agency must accept the WCCNM contract boilerplate language.

No monies can be released until the contract has been signed with the proposing agency/organization and the WCCNM.

The WCCNM reserves the right to decrease or increase contract amounts during the life of the contract, based on utilization of funds, agency/organization performance and the availability of funding.

3.1.12 Certifications and Insurance Requirements

The following certifications must be provided at the time of proposal, the majority of which are included in **ATTACHMENT "A"**.

- Certification regarding Debarment and Suspension
- Drug-Free Workplace Certification
- Certification regarding Lobbying
- Certification regarding Conflict of Interest
- Tobacco Free Certification
- Certification of Bidder
- Certificate of Insurance (at contract signing)
- Evidence of required Bonding (at contract signing)

PART 4. SCOPE OF WORK -ADULT/DISLOCATED WORKER

4.1 Goal

All proposals must demonstrate the business-driven approach, with workforce and human resource services meeting the expectations of the general business community, tailored to facilitate growth of the economy and focus on priority industries.

4.1.1 Geographic Area

All proposals must provide for staff presence in each of the four (4) Business and Career Centers (Bernalillo, Sandoval, Torrance and Valencia Counties), and must address the needs of businesses in Priority Industries, general business and the job market in each of the counties. The areas include urban, rural and Native American communities.

Proposals should identify in detail (1) how and what services will be provided to the urban, rural and Native American communities within each county (2) how success will be measured and reported, and (3) how these services will be coordinated with other partners from the Business and Career Centers.

4.1.2 Staffing

All proposals must:

- Include organizational charts which reflect proposed full-time staff at each Business and Career Center. Indicate the proposed reporting structure, job title and number of staff;
- The job descriptions of all proposed staff members;
- Clearly define the qualifications of the staff proposed to fill positions within each Business and Career Center;
- Describe the organization's hiring policies. **Note: Selected Contractor(s) will have 45 days to fill staff vacancies. Any position(s) not filled within the allotted timeframe will not be allowed to be refilled and funds associated with the position(s) will revert to the WCCNM.**

NOTE: Per the approved Memorandum of Understanding between the Board and Business and Career Centers (BCC) (One-Stop) Partners, the Site Manager will be the primary point of contact for all BCC operations.

4.1.3 Program Narrative, Services and Deliverables

All Applicants' program narrative must describe the services and deliverables to be offered through the new business-driven approach as describe in Part 2 of this Request for Proposal. Applicants should keep in mind the following Key Elements as they prepare their proposal(s).

A. Working with Businesses in Priority Industries

1. Describe how you will work with the Administrative Entity and respond to their guidance, direction and leadership with respect to identifying, contacting, proposing solutions to, delivering and following-up and following through with businesses in the priority industries.
2. Describe how you will work with Workforce Alliances of the businesses in priority industries or will work with existing organizations or businesses in priority industries. Include how you will establish industry groups and/or active working relationships with existing priority industry groups for the purpose of developing value-added workforce and human resource services, including training and other customized services and the process for the referral of qualified job applicants.
3. Describe how you will develop, deliver and evaluate services and results achieved for businesses in priority industries.
4. Describe how you will tailor job profiling, job analysis, job description, recruitment, assessment, testing, screening, follow-up and follow-through for each of the following priority industries: health care, manufacturing, construction.
5. Describe how businesses' service experience and results achieved will be evaluated and modified, including the frequency of evaluation and evaluation processes to be used.

B. Delivering Human Resource Basic Services

1. Describe the services you will provide to all businesses (NOTE: In the Business Plans, this level of service is called "Human Resource Basic Service" and are described in **Part 2, Section 2.2.7**).
2. Describe how the service experience and results achieved by businesses receiving these services will be evaluated and reported to the WCCNM on a monthly basis.
3. Describe how improvement opportunities will be identified and improvements will be made.

C. Training to Industry and Business-Standards

1. Describe how you will identify industry and business-standards for training in Health Care, Manufacturing, and Construction.

2. Describe how you will package and deliver training to individuals to meet industry and business-standards for employment and/or career advancement in businesses in priority industries.
3. Describe how you will evaluate two critical aspects of training: first, the service experience (how training services make customers feel), and, second, service results (how training services achieve results for customers). Describe how evaluation will occur for training services to businesses in priority industries and to general business. Describe how evaluation for training services will occur for workers.

D. Utilizing Account Representatives to Work with Businesses in Priority Industries

1. Describe the qualifications and selection process for hiring and assessing the performance of Account Representatives to businesses in the priority industries.
2. Describe the work Account Representatives are expected to perform to support businesses in priority industries. Including; researching, listening to and analyzing the business situation, assessing the workforce and workforce-related problems of the business, packaging and proposing solutions to the business, coordinating service delivery and evaluating service delivery (including timing, relevance, reliability, responsiveness, flexibility and value of service and results achieved), following-through with assessment of customer satisfaction and additional needs, and following-up with additional proposals and services. Include how work will be accomplished and coordinated with the AE and with the Business and Career Center partners.

E. Assessing Service Experience and Results Achieved by Business

1. Describe how you will assess the service experience and service results in the following areas: value-added for the business; relevance to the business; value to the business; reliability for the business; customization to needs of the business; responsiveness to the needs of the business; flexibility in delivery of service to the business; accessibility of service for the business.
2. Describe how you will assess and convey the results of your assessment to the WCCNM on a monthly basis.
3. Describe how the assessment will result in improved service experience and improved results for business.

F. Providing Level 1-4 Worker and Job Seeker Services

1. Describe the processes to be used in providing Levels 1-4 Worker and Job Seeker Services in an integrated manner at all Business and Career Centers (See ATTACHMENT "C").
2. Describe how you will increase the number of job seekers and workers in priority industries who benefit from training that leads to employment, higher wages, and /or career advancement.
3. Describe how you will increase the level and extent of worker and job seeker awareness and knowledge of job and career opportunities in the priority industries.
4. Describe how you will increase the number of employers and job seekers using the Business and Career Center as well as increasing the number of job seekers placed in jobs.
5. Describe how you will deliver services most effectively and efficiently, accessed seamlessly by workers and job seekers (i.e., with a minimum of waiting time and paperwork).
6. Describe what characteristics are needed that will bring together the job seeker and businesses to make a "good fit" and your plan to make that happen.
7. Describe how you will assess and convey the results of your assessment to the WCCNM on a monthly basis.
8. Describe how you will increase the number of people who are trained, placed, and retained in high demand occupations and priority industries.
9. Describe how you will improve and increase "employment opportunities (job orders)" from new and/or repeat employer customers by priority industry.

G. Coordinating Industry/Business Services and Job Seeker/Worker Services

1. Describe how posting job descriptions and job opening announcements will be done. How the coordination of processes will assure both industry/business and job seeker/worker requirements will be met. How coordination will contribute to meeting and exceeding performance levels.
2. Describe how recruitment for workers for jobs with businesses in priority industries will be done. How the coordination of processes will assure both industry/business and job seeker/worker requirements will be met.

How coordination will contribute to meeting and exceeding performance levels.

3. Describe how assessments for jobs with businesses in priority industries will be done. How the coordination of processes will assure both industry/business and job seeker/worker requirements will be met. How coordination will contribute to meeting and exceeding performance levels.
4. Describe how referral for workers for job openings in businesses in priority industries will be done. How the coordination of processes will assure both industry/business and job seeker/worker requirements will be met. How coordination will contribute to meeting and exceeding performance levels.
5. Describe how referral for workers for job openings in general businesses will be done. How the coordination of processes will assure both industry/business and job seeker/worker requirements will be met. How coordination will contribute to meeting and exceeding performance levels.
6. Describe how training will be developed, proposed and delivered for businesses in priority industries. How the coordination of processes will assure both industry/business and job seeker/worker requirements will be met. How coordination will contribute to meeting and exceeding performance levels.

Responses should consider requirements include: single point of contact, account representatives, dedicated phone line, and services that are relevant, valuable, accessible, and reliable. For businesses in priority industries customizable and flexibly delivered services are required. Responses should consider performance measures include: placements, placement rates, retention and wages.

H. Participating as a Partner

1. Describe how your agency/organization will provide integrated adult and dislocated worker services with the other Business and Career Center Partners.
2. Describe the process your agency/organization will use in providing and coordinating referrals to partner agencies within the Business and Career Center as well as other partner agencies not physically located in the Business and Career Centers.
3. Describe what types of worker, job seeker and/or business workshops your agency/organization will make available to all customers who come to the Business and Career Centers.

4. Describe how you will coordinate with the Business and Career Center Partners' in providing services to the urban, rural and reservation communities.
5. Describe how you will contribute to helping the Business and Career Center Partners achieve their performance (see ATTACHMENT "D").

I. State and Federal Performance Measures will be met and exceeded.

Performance Measure for all Business and Career Center Partners are included in ATTACHMENT "D". Selected Contractor(s) must submit monthly customer reports. The required data elements and formats will be provided by the WCCNM to the selected contractor(s).

1. Provide an operational description of how you will ensure the Adult and Dislocated Worker performance measures are met and exceeded.
2. Describe the tracking and reporting system that will record required participant data in order to report the achievement of performance standards.
3. Describe how you will ensure individual customer files are maintained with all required documentation in accordance with the WIA legislation and applicable state and WCCNM policies.
4. Describe how you will ensure the timely entry of customer data. How you will monitor this and its frequency.
5. Describe your **internal** quality control system to monitor progress towards achieving contracted goals, programmatic and financial, as well as the quality of program operations and administration activities.

J. Fiscal Management and Capability

1. Describe your agency/organization/company's financial management plan and methodology to manage expenditures to required contractual benchmarks. Include projection and tracking methodologies as well as reporting and oversight mechanisms and electronic system to be used. Applicants must submit a copy of their last two (2) years audits.
2. Describe how you will meet the budget and financial requirements established by the WCCNM including monthly reporting.
3. Describe previous experience in your ability to manage and meet budget requirements of similar size.

PART 5. ADULT/ DW EVALUATION & SELECTION CRITERIA

5.1 Compliance Review

Upon receipt of the RFP(s), staff will review them for completeness with the terms and conditions of the RFP as set forth in Parts 1, 3, 4, and accompanying attachments. Incomplete proposals and/or proposals found to be inconsistent with legal, regulatory, or RFP requirements will be eliminated and returned to sender.

5.2 Evaluation Criteria

The independent evaluators will score and rank all proposals with respect to the stated criteria specifically developed to examine competence of the Applicant and the suitability and quality of the proposal. Evaluators will consider the following criteria in recommending a contractor to provide adult and dislocated worker services in the Central Area:

5.2.1 Technical Evaluation

Evaluators will score this section on the strength of each of the following:

Proposal (Plan)

20 Total Points

- ***Understanding of work to be performed*** (refer to Part 2 and Part 3, Section 3.1.4 of this RFP). **10 Points**
 - Demonstrated understanding of the work and alignment of organizational goals with WCCNM's Comprehensive Workforce System. **3 Points**
 - Approach to achieving measurable outcomes. **3 Points**
 - How they will work with the Administrative Entity and Business and Career Center Partners. **2 Points**
 - Demonstrated success in collaborating with partners and subcontractors through past performance. **2 Points**
- ***Management and Organization*** (refer to Section 4.1.2 of this RFP). **10 Points**
 - The plan for staffing must be adequate to ensure all required elements and functions are met. **3 Points**
 - Attached organizational charts for each Business and Career Center. **3 Points**
 - Attached job descriptions for each staff member and staff qualifications. **2 Points**
 - Acceptance that the agency will have only 45 days in which to fill any vacancy otherwise funds associated with the vacancy reverts back to the WCCNM. **2 Points**

Workforce System Services and Deliverables 50 **Total Points**

Evaluators will score this section on the strength of each of the following:

- Proposals will be evaluated upon the level of innovation, proposed effectiveness and responsiveness to WCCNM's Key Elements. 45 **Points:**

Key Element 1 **(5 points)**

Working with Businesses in Priority Industries

Key Element 2 **(5 points)**

Delivering Human Resource Basic Services

Key Element 3 **(5 points)**

Training to Industry and Business Standards

Key Element 4 **(5 points)**

Utilizing Account Representatives to Work with Businesses in Priority Industries

Key Element 5 **(5 points)**

Assessing Service Experience and Results Achieved by Business

Key Element 6 **(5 points)**

Providing Level 1-4 Worker and Job Seeker Services

Key Element 7 **(5 points)**

Coordinating Industry/Business Services and Job Seeker/Worker Services

Key Element 8 **(5 points)**

Participating as a Partner

Key Element 9 **(5 points)**

State and Federal Performance Measures will be met and exceeded

- The proposed transition plan demonstrates a comprehensive approach and ensures no disruption of services. 5 **Points**

Financial Plan (Refer to Section 3.1.6 and 4.1.3-J) 20 **Total Points**

- Applicants ability to demonstrate proposed management of expenditures, projection methodologies and tracking of financial activities through an electronic, up to date, financial management system. 4 **Points**
- Demonstration of leveraging non-Federal funds. 4 **Points**
- Separate Budgets with required back-ups and justification for cost included. 4 **Points**
- Minimizing indirect will be a factor in the evaluation process. 4 **Points**

- Applicant previous experience and ability to manage and meet budget requirements of similar size. 4 Points

5.2.2 Cost Evaluation

10 Total Points

Evaluators will determine the cost reasonableness of the proposed budget to include:

- Cost Analysis
- Indirect Rate
- Budget Information is Complete and Accurate
- Budget and Budget Narrative must include a budget narrative that explains and justifies each line item in the budget.
- All Certifications are included

5.2.3 Evaluation Process

Independent evaluators will review and score all proposals and Attachments. The determination of the successful Applicant(s) will be based upon information supplied by the Applicant(s) in response to this RFP.

WCCNM reserves the right to negotiate with any Applicant after the RFP's are opened, if such action is deemed to be in the best interest of the WCCNM. WCCNM reserves the right to reject any RFP submitted.

5.2.4 WCCNM Action

The evaluator's recommendations will be presented at the WCCNM's Executive Committee meeting scheduled for September 6, 2007. The Executive Committee's recommendation will be presented at the full Board meeting scheduled for September 17, 2007. These dates are subject to change at WCCNM's discretion.

Applicants are advised that the Chief Elected Officials must approve the final selections at their September 20, 2007 meeting.

5.3 Contract Award

The MRCOG will make the announcement of the successful Applicant(s) with contract negotiations and contract signing to follow.

5.3.1 Contract Term

The term of the contract will be for a one-year period beginning October 1, 2007 and ending June 30, 2008, with the option to extend the contract for two (2) additional one (1) years terms based on need, performance and availability of funds.

5.3.2 Negotiations

All Applicants shall designate in writing an authorized negotiator. (The name and contact information for this person must be included on the title page of the Proposal). This designated person must be authorized by the Applicant to make binding commitments for the successful Applicant and their subcontractors, if any.

WCCNM reserves the right to negotiate the final terms of the contract with the successful Applicant(s). Items that may be negotiated include, but are not limited to, the scope of work, the staff as proposed, indirect rate, and final award amount.

ATTACHMENT “A”

REQUIRED FORMS

ATTACHMENT “A” – Proposal Cover Sheet
Budget/Budget Backups
Assurances & Certifications
Certification of Bidder
Copy of most Recent Audit

PROPOSAL COVERSHEET

Proposing Organization:

Legal Name of Proposing Organization (if different):

Mailing Address:

Physical Address (if different):

Head of Organization: Title:

Telephone Number: Fax Number:

Contract Negotiator:

Title:

Telephone Number:

Email:

Contract Signatory Authority:

Title:

Telephone Number:

Tax/Legal Status: ☐ Corporation ☐ For Profit ☐ Not-for-Profit
 ☐ Local Organized Labor Agency ☐ Government

Date Established:

Federal ID#:

State CRS ID#:

UI Tax Identification #:

Is Proposing Organization certified as a historically underutilized business? ☐ Yes ☐ No

Certifying Agency?

(If yes, a copy of the certification notice is required as an attachment.)

Signature of Officer

Date

BUDGET SUMMARY

Workforce Connection of Central New Mexico

BUDGET SUMMARY

Agency/Organization Name _____

BUDGET LINE ITEMS	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	TOTAL
Fixed Costs					
1. Administration Costs					
Indirect					
2. Program Costs					
Personnel Wages & Salaries					
Personnel Fringe Benefits					
Travel- in state					
Travel- out of state					
Materials & Supplies					
Insurance					
Audit					
Telephone*					
Telefax*					
Postage*					
Copying*					
Facilities*					
TOTAL					

* Costs associated with these items will become a part of the Resource Sharing Agreement and Cost Allocation Plan.

WORKFORCE INVESTMENT ACT SUBGRANT COVER SHEET		CONTRACT NO.	EXPIRES: 6/30/2006
<p>This Agreement is made and entered into by the <u>WORKFORCE CONNECTION OF CENTRAL NEW MEXICO (WCCNM)</u> Workforce Investment Board (WIB) hereinafter referred to as the RECIPIENT and the _____, hereinafter referred to as the SUBRECIPIENT. The Sub-recipient agrees to operate a job training program in the State of New Mexico pursuant to the provisions of the 1998 Workforce Investment Act (WIA), and in accordance with the provisions of this Agreement. This Agreement consists of this WIA Contract Cover Sheet; WIA Scope of Work, WIA Administrative Costs, WIA Program Costs; including Staff and Participant funds.</p>			
2. NAME OF PROVIDER		3. NAME OF PROVIDERS POINT OF CONTACT	
ADDRESS		TITLE OF POINT OF CONTACT	
CITY, STATE & ZIP		TELEPHONE/FAX NUMBER	
4. TITLE OF CONTRACT (Check 3) TITLE 1 Adult Youth Dislocated Worker		5. TYPE OF CONTRACT ACTION (Check 3) New Contract Modification Other	
AMOUNT OF CONTRACT			
ADMINISTRATION	PROGRAM	TOTAL	
AMOUNT OF CONTRACT MODIFICATION			
ADMINISTRATION	PROGRAM	TOTAL	
SIGNATURE OF SUBRECIPIENT		DATE	
TITLE OF SUBRECIPIENT			
SIGNATURE OF AWARDING WIB		DATE	
NAME & TITLE OF WIB MEMBER CHAIRMAN, WORKFORCE CONNECTION OF CENTRAL NEW MEXICO			

WIA ADMINISTRATION COSTS

**WORKFORCE INVESTMENT ACT
ADMINISTRATION- INDIRECT COSTS**

A-1 INDIRECT COST

List below the indirect cost that is estimated as applicable for performance of this program. If indirect costs are included, the provider must attach an approved indirect cost negotiation agreement and an explanation of how the amount was derived.

TOTAL DIRECT COSTS (e.g. staff salaries + fringe benefits)	TIMES	APPROVED INDIRECT COST RATE	TOTAL INDIRECT COST
TOTAL-Indirect Cost ▶			
Comments:			

TOTAL WIA ADMINISTRATION COSTS ▶
WORKFORCE INVESTMENT AREA: WCCNM

WORKFORCE INVESTMENT ACT ADMINISTRATION STAFF COSTS				
A-1 STAFF COSTS				
Position Title	Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly	% of Time On Program	Number <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly	Total Amount
TOTAL Staff Salaries and Wages (Budget Item A-1) ▶				\$

A-2 COST OF FRINGE BENEFITS FOR STAFF				
TYPE OF BENEFIT	PERCENT %		AMOUNT (In Dollars)	TOTAL COST
1. F.I.C.A.		X	\$	\$
2. Worker's Compensation		X	\$	\$
3. Health/Dental Insurance		X	\$	\$
a. Retirement		X	\$	\$
b. Pension		X	\$	\$
4. Other (specify)		X	\$	\$
a.		X	\$	\$
b.		X	\$	\$
TOTAL Cost of fringe benefits for staff (Budget Item A-2) ▶				\$

**WORKFORCE INVESTMENT ACT
ADMINISTRATION
IN/OUT-OF-STATE STAFF TRAVEL EXPENSES**

A-3 IN-STATE STAFF TRAVEL EXPENSES

MILEAGE DATA				
No. of Miles Traveled	Cost Per Mile	No. of Weeks	Destination	TOTAL-In-State Staff Mileage Expenses
	\$			\$
	\$			\$
	\$			\$
PER DIEM AND ACTUAL COST DATA				
No. of Days of Per Diem Used	Cost Per Day	Actual Cost (In Lieu of Per Diem)	Destination	TOTAL-In-State Per-Diem Expenses
	\$			\$
	\$			\$
	\$			\$
TOTAL- In-State Mileage & Per-Diem Cost (Budget Item A-3) ▶				\$

A-4 OUT-OF-STATE STAFF TRAVEL EXPENSES

MILEAGE DATA				
No. of Miles Traveled	Cost Per Mile	No. of Weeks	Destination	TOTAL-Out-of-State Staff Mileage Expenses
	\$			\$
	\$			\$
	\$			\$
PER DIEM AND ACTUAL COST DATA				
No. of Days of Per Diem Used	Cost Per Day	Actual Cost (In Lieu of Per Diem)	Destination	TOTAL-Out-of-State Per-Diem Expenses
	\$			\$
	\$			\$
	\$			\$
TOTAL- Out-of-State Mileage & Per-Diem Cost (Budget Item A-4) ▶				\$

**WORKFORCE INVESTMENT ACT
ADMINISTRATION
MATERIALS, SUPPLIES AND PROPERTY COSTS**

A-5 MATERIALS AND SUPPLIES

List below all materials and supplies that are estimated as necessary for performance of this program:

ITEM	QUANTITY	UNIT PRICE	TOTAL
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTAL-Material and Supplies (Budget Item A-5)			\$

Comments:

A-6 PROPERTY REQUIREMENTS

List below all property that is estimated as necessary for performance of this program:

DESCRIPTION OF ITEM	QTY.	UNIT	UNIT COST	TOTAL
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTAL-Property Requirements Cost (Budget Item A-6)				\$

Comments:

**WORKFORCE INVESTMENT ACT
ADMINISTRATION
FACILITY RENTAL AND MISCELLANEOUS COSTS**

A-7 FACILITY RENTAL

Type of Facility	Location	No. of Staff Housed	No. of Sq. Feet	Times	Rates/Sq. Ft./Yr.	Total Rent
						\$
Utilities/Custodial Services (if not included in rent)						\$
TOTAL-Facility Rental Cost (Budget Item A-7)						\$
Comments:						

A-8 MISCELLANEOUS COSTS

TYPE OF SERVICE	AMOUNT PER MO.	TIMES	NO. OF MONTHS	TOTAL
Telephone	\$	X		\$
Telefax	\$	X		\$
Postage	\$	X		\$
Liability Bonding	\$	X		\$
Copying	\$	X		\$
Other (Specify) Software Lease	\$	X		\$
Equipment Rent/Expenses				
Other (Specify)	\$	X		\$
Training /Printing				
TOTAL-Miscellaneous Cost (Budget Item A-8)				\$
Comments: <i>Liability Bonding: The State is self-insured by General Services Department – Risk Management Division</i>				

**B-1
 WIA PROGRAM COSTS**

WORKFORCE INVESTMENT ACT PROGRAM		
Level 1 Services <input type="checkbox"/>	Level 2 Services <input type="checkbox"/>	Level 3 Services <input type="checkbox"/>
STAFF COSTS		

P-1 STAFF COSTS				
Position Title	Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly	% of Time On Program	Number <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly	Total Amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
TOTAL-Staff Salaries and Wages (Budget P-1)				\$

P-2 COST OF FRINGE BENEFITS FOR STAFF				
TYPE OF BENEFIT	PERCENT %		AMOUNT (In Dollars)	TOTAL COST
1. F.I.C.A.		X	\$	\$
2. Worker's Compensation		X	\$	\$
3. Health/Dental Insurance		X	\$	\$
a. Retirement		X	\$	\$
b. Pension		X	\$	\$
4. Other (specify)		X	\$	\$
a.		X	\$	\$
b.		X	\$	\$
TOTAL Cost of fringe benefits for staff (Budget Item P-2) ▶				\$

WORKFORCE INVESTMENT ACT PROGRAM Level 1 Services <input type="checkbox"/> Level 2 Services <input type="checkbox"/> Level 3 Services <input type="checkbox"/> IN/OUT-OF-STATE STAFF TRAVEL EXPENSES

P-3 IN-STATE STAFF TRAVEL EXPENSES				
MILEAGE DATA				
No. of Miles Traveled	Cost Per Mile	No. of Weeks	Destination	TOTAL-In-State Staff Mileage Expenses
PER DIEM AND ACTUAL COST DATA				
No. of Days of Per Diem Used	Cost Per Day	Actual Cost (In Lieu of Per Diem)	Destination	TOTAL-In-State Per-Diem Expenses
TOTAL In-State Mileage & Per-Diem Cost (Budget Item P-3) ▶				\$

P-4 OUT-OF-STATE STAFF TRAVEL EXPENSES				
MILEAGE DATA				
No. of Miles Traveled	Cost Per Mile	No. of Weeks	Destination	TOTAL-Out-of-State Staff Mileage Expenses
	\$			\$
	\$			\$
	\$			\$
PER DIEM AND ACTUAL COST DATA				
No. of Days of Per Diem Used	Cost Per Day	Actual Cost (In Lieu of Per Diem)	Destination	TOTAL-Out-of-State Per-Diem Expenses
	\$			\$
TOTAL- Out-of-State Mileage & Per-Diem Cost (Budget Item P-4) ▶				\$

WORKFORCE INVESTMENT ACT PROGRAM	
Level 1 Services <input type="checkbox"/>	Level 2 Services <input type="checkbox"/> Level 3 Services <input type="checkbox"/>
MATERIALS, SUPPLIES AND PROPERTY COSTS	

P-5 MATERIALS AND SUPPLIES			
List below all materials and supplies that are estimated as necessary for performance of this program:			
ITEM	QUANTITY	UNIT PRICE	TOTAL
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTAL-Material and Supplies (Budget Item P-5) ▶			\$

Comments:

P-6 PROPERTY REQUIREMENTS

List below all property that is estimated as necessary for performance of this program:

DESCRIPTION OF ITEM	QTY.	UNIT	UNIT COST	TOTAL
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTAL-Property Requirements Cost (Budget Item P-6)				\$

Comments:

**WORKFORCE INVESTMENT ACT
PROGRAM**

Level 1 Services ☐ Level 2 Services ☐ Level 3 Services ☐
FACILITY RENTAL AND MISCELLANEOUS COSTS

P-7 FACILITY RENTAL

Type of Facility	Location	No. of Staff Housed	No. of Sq. Feet	Times	Rates/Sq. Ft./Yr.	Total Rent
Office						
Utilities/Custodial Services (if not included in rent) Premises Expenses						
TOTAL-Facility Rental Cost (Budget Item P-7)						
<i>Comments:</i>						

P-8 MISCELLANEOUS COSTS

TYPE OF SERVICE	AMOUNT PER MO.	TIMES	NO. OF MONTHS	TOTAL
Telephone				
Telefax (Included in Telephone)				
Postage				
Liability Bonding				
Copying				
Other (Specify)				
Other (Specify)				
TOTAL-Miscellaneous Cost (Budget Item P-8)				\$

Comments: Liability Bonding:

**WORKFORCE INVESTMENT ACT
PROGRAM**

Level 1 Services ☐ Level 2 Services ☐ Level 3 Services ☐
PROFESSIONAL SERVICES AND INDIRECT COSTS

P-9 PROFESSIONAL SERVICES

List below professional services costs that are estimated as necessary for performance of this program (e.g., accounting, audit, other).

TYPE OF SERVICE	JUSTIFICATION	COST
Audit		\$
		\$
		\$
		\$
		\$
TOTAL-Professional Services Cost (Budget Item P-9) ▶		\$

Comments:

P-10 INDIRECT COST

List below the indirect cost that is estimated as applicable for performance of this program. If indirect costs are included, the provider must attach an approved indirect cost negotiation agreement and an explanation of how the amount was derived.

TOTAL DIRECT COSTS	TIMES	APPROVED INDIRECT COST RATE	TOTAL INDIRECT COST
TOTAL-Indirect Cost (Budget Item P-10) ▶			\$

Comments:

**WORKFORCE INVESTMENT ACT
PROGRAM**

Level 1 Services ☐ Level 2 Services ☐ Level 3 Services ☐
CUSTOMER SERVICES

P-9 PARTICIPANT SERVICES

Offices will provide Level 1-4 services in the Central area to customers found eligible for services in the Adult program for: _____ and the Dislocated Worker program for: _____

TYPE OF SERVICE	TOTAL
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL-Customer Services (Budget Item P-11)	\$

TOTAL WIA PROGRAM COSTS

WORKFORCE INVESTMENT AREA: WCCNM CENTRAL REGION

\$

Workforce Connection of Central New Mexico (WCCNM)

ASSURANCES AND CERTIFICATIONS

FOR
PROGRAM YEAR 2007

By signing this document on the line below, the Agency/Organizations' signatory official is providing the certifications and assurances referenced therein as detailed in this document.

SIGNATURE of Authorized Representative

DATE

ASSURANCES AND CERTIFICATIONS

The WCCNM will not consider a proposal where the Agency/Organization has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this document. In performing its responsibilities the Agency/Organization hereby certifies and assures that it will fully comply with the following:

Debarment and Suspension Certification (20 CFR Part 98)

Certification Regarding Lobbying (29 CFR Part 93)

Drug Free Workplace Certification (29 CFR Part 98)

WCCNM Conflict of Interest Certification

WCCNM Tobacco Free Certification

Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 37)

Financial Capability Certification

A. WCCNM CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS.

By signing the Assurances and Certifications, the Agency/Organization/Company hereby certifies, to the best of his or her knowledge and belief, that:

1. The agency/organization/company is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. The agency/organization/company officials or employees have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. The agency/organization/company officials or employees are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
4. The agency/organization/company has not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. WCCNM CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By signing the Assurances and Certifications, the Agency/Organization/Company hereby certifies, to the best of his or her knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the

undersigned shall complete and submit **Standard Form - LLL, "Disclosure Form to Report Lobbying,"** in accordance with its instructions.

- C. The agency/organization shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

3. WCCNM CERTIFICATION REGARDING DRUG FREE WORKPLACE REQUIREMENTS.

By signing the Assurances and Certifications, the agency/organization/company hereby certifies, to the best of his or her knowledge and belief, that:

The Drug-Free Workplace Certification is required pursuant to Government Code Sections 8350 et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract for the procurement of property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract, and the contractor may be subject to suspension of payments or termination of the contract, and the contractor may be subject to debarment from future contracting, if the state agency determines that specified acts have occurred.

1. The agency/organization/company certifies that it will or will continue to provide drug-free workplace by:
 - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - B. Establishing an ongoing drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace;
 - The grantee's policy of maintaining a drug-free workplace;
 - Available drug counseling, rehabilitation, and employee assistance programs; and

- Penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph C (1);
- D. Notifying the employee in the statement required in paragraph C (1) that, as a condition of employment under the grant, the employee will:
- Abide by the terms of the statement; and
 - Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
2. Notifying the agency in writing, within ten calendar days after receiving notice of conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose activity the convicted employee was working, unless the agency has designated a central point for the receipt of such notices.
3. Taking one of the following actions, within 30 calendar days of receiving notice with respect to any employee who is so convicted;
- Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or;
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
4. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), and (4).

4. WCCNM CERTIFICATION REGARDING CONFLICT OF INTEREST

By signing the Assurances and Certifications, the agency/organization/company hereby certifies, to the best of his or her knowledge and belief, that:

By signing this Certification, proposing agency/organization/company covenants and affirms that it has disclosed within the Agreement any interest, fact or circumstance which does or may present a potential conflict of interest including but not limited to:

- Any manager, employee or paid consultant of the proposing agency/organization/company who is a member of the WCCNM;

- Any manager, employee or paid consultant or paid consultant of the proposing agency/organization/company is married to a member of the Board of Directors of the WCCNM;
- Any member of the Board of Directors of the WCCNM who owns or controls more than a 10 percent in the proposing agency/organization(s);

The Proposing agency/ organization/company also covenants and affirms that no member of the WCCNM receives compensation from proposing agency/organization(s) for lobbying activities.

If a conflict of interest arises after the signing of this Agreement and submittal to the WCCNM, the proposing agency/organization/company shall give notice in writing immediately to the WCCNM of such conflict of interest.

Should the proposing agency /organizations/company fail to abide by the foregoing affirmations regarding conflict of interest, the proposing agency/organization/company shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with WCCNM and shall immediately refund to WCCNM any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by WCCNM relating to that contract.

5. WCCNM TOBACCO FREE CERTIFICATION

By signing the Assurances and Certifications, the agency/organization/company hereby certifies, to the best of his or her knowledge and belief, that:

Public Law 103-227, the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by any entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided by private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. By submitting and signing the application and this contract, Contractor certifies that it will comply with the requirements of the Act. Contractor further agrees that it will require the language of this certification to be included in any sub-awards (or subcontracts) which contain provisions for children's services and that all subcontractors shall certify and perform accordingly.

6. WCCNM NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

By signing the Assurances and Certifications, the agency/organization/company hereby certifies, to the best of his or her knowledge and belief, that:

As a condition of the award proposal to be funded under WIA, the agency/organization/company assures that it will comply with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in an WIA Title I - financially assisted program or activity;
2. Title VI of the Civil Rights of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of age; and individuals with disabilities.
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits the discrimination on the basis of sex in educational programs.

The agency/organization/company also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the operation of WIA programs and activities.

7. FINANCIAL CAPABILITY CERTIFICATION

By signing the Assurances and Certifications, the agency/organization/company hereby certifies, to the best of his or her knowledge and belief, that:

1. The agency/organization/company certifies the organization has a financial management system capable of tracking and accounting for WIA funds received and disbursed.
2. The agency/organization/company certifies the organization has the fiscal capability of providing services pending payment or reimbursement.
3. The agency/organization/company certifies the organization has resolved all questioned/disallowed costs from prior monitoring or audit reviews.
4. The agency/organization/company certifies all prior year audits have been resolved.

Workforce Connection of Central New Mexico (WCCNM)

CERTIFICATION OF BIDDER

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of WCCNM has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the RFP and that this organization will comply and act in accordance with all federal, state, and local laws and regulations, including all Federal Executive Orders related to the enforcement of civil rights. Such compliance includes but is not limited to the Federal Anti-discrimination in Employment Act; Civil Rights Act of 1964; and the Privacy Act, and the Computer Matching and Privacy Protection Act of 1988, and Executive Order No. 11246.

I also certify that I have read and understand the "Assurances and Certifications" sections presented in this RFP and will comply with the terms, thereof; and furthermore that

I, _____ am the _____ of the
(Type Name of Signatory Authority)

corporation, partnership, association, public agency or other entity named as Respondent herein and that I am legally authorized to sign this proposal and submit it to the Workforce Connection of Central New Mexico on behalf of said organization by authority of its governing body.

ATTEST:

(Respondent Signature)

(Typed Name)

(Typed Title)

(Date)

Subscribed and sworn to before me this _____ day of _____, 2007, in

_____ County, State of _____.

Notary Public in and for _____ County, _____ (SEAL)

Date Commission Expires: _____

ATTACHMENT “B”

HUMAN RESOURCE & WORKFORCE SERVICES for BUSINESSES & INDUSTRIES

Table 3 A

HUMAN RESOURCE AND WORKFORCE SERVICES to BUSINESSES & INDUSTRIES
BUSINESS INFORMATION & RESOURCES: Level 1
Designated Contact(s) to Assist Businesses Seeking / Using Level 1 Services (Explain the Services, especially Screening)
Dedicated Phone line for Business Contacting the One-Stop
Post Job Openings Through the Internet ("Non-Suppressed")
Access Applicant Resumes / Applications
Access Labor Market Information
Access information on affirmative action, diversity, tax incentives, training programs, including apprenticeship, human resource-related issues, labor relations, healthy workplace
Use of equipment, including fax, phone, copy machines, computers, internet, offices for interviewing
Outplacement services
Referral to business resources

Table 3 B

HUMAN RESOURCE AND WORKFORCE SERVICES to BUSINESSES & INDUSTRIES
CUSTOM WORKFORCE SERVICES: Level 2*
In addition to Level 1 Services:
Single Contact for Businesses Seeking Using Level 2 Services
Dedicated Phone line for Business Contacting the One-Stop
Studies and feedback indicate businesses will most likely request services such as the following:
Assistance Identifying Job Requirements
Assistance Describing Job Opening
Assistance with Job Postings
Recruitment
Screening for Designated Job Requirements
Skills Testing / Assessment
Conveying Potential Job Applicant Skills to Business
Referral of Screened / Qualified Applicants
Workshops, e.g. Business Financing, Venture Capital, Establishing a Business, Entrepreneurship, Legal & Tax Questions
Referral to Additional Partner, Community & Business Resources

*Customized Workforce Services are intended for businesses in industries that are not Board-designated Priority, but request services beyond Level 1.

Table 3 C

HUMAN RESOURCE AND WORKFORCE SERVICES to BUSINESSES & INDUSTRIES
INDUSTRY SERVICES: Level 3
In addition to Levels 1 and 2 Services:
Designated Account Representative for each Business in a Board-Designated Priority Industries
Industry Workforce Networking Group for Businesses in Priority Industries
Training Tailored to Requirements of Businesses in Priority Industries
Services Tailored to Requirement of Businesses in Priority Industries, such services are:
Job Analysis and Job Profiling
Assistance with Job Descriptions and Job Order Writing
Customized Recruitment and Screening
Reference Checks
Drug Testing
Applicant Assessment & Testing
Referral of Screened / Qualified Applicants
Establish / Confirm Licensing or Industry Skill Requirements
YES: Affirmative Action & Employment Information
Conveying Job Potential Job Applicant's Skills to Business
Occupational Skills Specific Training
Customized Work Training
Work Experience
On-the-Job Training

Services in Tables 3A and 3B are available to all businesses; services in Table 3C are available to businesses in priority industries.

ATTACHMENT “C”

Human Resource & Workforce Services for Job Seekers
EMPLOYMENT INFORMATION & RESOURCES: Level 1
Information on & Direction to One-Stop Services / Resources
Use of Resource Room
Access to Job Listings
Self-Referral to Level 1 Job Openings
Information on / Self-Referral to Community & Partner Resources
Job Search Skills / Application/Resume Builder
Key Boarding (i.e. assistance familiarization with computer use)
Labor Market Information
Access Unemployment Insurance Service (thru phone)
Career Services / Occupational Profiles / Skill Requirements / Wage
Use of equipment, including fax, phones, copy machines, computers, Internet
Use of offices for interviewing

Table 8 B

SKILLS ENHANCEMENT / CAREER DEVELOPMENT: Level 2
In addition to Level 1 Services:
Staff/Guided Referrals to (Non Level 3) Job Openings
Learn Job Requirements
Referral to Non-Program-Specific Support Services
Obtain Information on / Referral to Community & Partner Resources
Self-administered Assessment or Test
Job Finding Workshops
Job Finding Skills Workshops (e.g. Resume Writing, Interviewing)
Career Planning Workshops
Job Clubs
Industry/Business/Employer-Specific Information Sessions
Work & Life Skills Education. (e.g. Employability Skills, Money Management, Basic Skills, Life Skills, Basic Computer Skills, Parenting)
GED/ABE/Literacy
ESL

Table 8 C

TRAINING & EDUCATION: Level 3
In addition to Levels 1 and 2 Services:
Level 3 training and education are <u>eligibility contingent</u> , <u>program-specific</u> and <u>program-funded</u> (i.e. funded through one or more of the partner programs). Job seeker participation is contingent on eligibility for one (or more) programs, as determined in Level 4.
Training and Education include the following:
Customized Training
Work Experience
On-the-Job Training
Work Experience
Staff Arranged Referrals to Job Openings
Convey Job Requirements to Potential Applicants
Performance Coaching

Table 8 D

SPECIALIZED PARTNER SERVICES: Level 4
Determine Eligibility for Program(s)
Manage Case (Under Program-Unique Rules and Requirements)
Conduct Program-Unique, Eligibility-Restricted Assessments
Screen for Barriers for Referral to Program-Unique, Eligibility-Restricted Support Services
Develop Individual Service Plan / Employment Development Plan / Other Plan (Under Program-Unique Rules and Requirements)
Follow-up / Follow-Through (as Dictated by Program-Unique Rules and Requirements)

ATTACHMENT “D”



PERFORMANCE MATRIX

NMWC Shared Performance Measures

<u>Measure</u>	<u>Program</u>
Entered Employment	<ul style="list-style-type: none"> ▪ WIA Adult/Dislocated Worker ▪ WIA Older Youth ▪ Wagner-Peyser ▪ Veterans and Disabled Veterans ▪ Job Corps ▪ Team Works ▪ DVR Navigators ▪ Goodwill Industries ▪ GOLD Mentors
Employment Retention	<ul style="list-style-type: none"> ▪ WIA Adult/Dislocated Worker ▪ WIA Older Youth ▪ Wagner-Peyser ▪ Veterans and Disabled Veterans ▪ Job Corps ▪ Team Works ▪ DVR Navigators
Earning Increase or Average Earnings	<ul style="list-style-type: none"> ▪ WIA Adult/Dislocated Worker ▪ WIA Older Youth ▪ Wagner Peyser ▪ Veterans and Disabled Veterans ▪ Job Corps ▪ Team Works ▪ DVR Navigators
Diploma or Equivalent Attainment	<ul style="list-style-type: none"> ▪ WIA Younger Youth ▪ Job Corps
Increase Business/Employer Contacts	<ul style="list-style-type: none"> ▪ Goodwill Industries ▪ GOLD Mentors

WIA- Adult and Dislocated Worker

<u>Measure</u>	<u>Equation</u>	<u>Population</u>	<u>PY06</u>	<u>PY07</u>
Entered Employment Rate <i>(Of those who are not employed at the date of participation)</i>	# Employed in 1Q <u>after the Exit Q</u> # of participants who Exit during the Q	Adult Dislocated Workers	78% 87%	NA
Employment Retention Rate <i>(Of those who are employed in the first quarter after the exit quarter)</i>	# Employed in the 2 & 3 Q <u>after exit</u> # of participants who Exit during the Q	Adult Dislocated Workers	88% 92%	NA
Average Earning Increase <i>(Of those who are employed in the first, second, and third quarters after the exit quarter)</i>	Total earnings in the 2 Q, plus the total earning in the 3 Q <u>after the Exit Q</u> # of participants who Exit during the Q	Adult Dislocated Workers	\$10,500 \$13,500	NA
Credential Rate <i>(Of those who received training services)</i>	# who are employed in the 1Q after exit and received a credential by the end <u>of the 3Q</u> # of participants who Exit during the Q	Adult Dislocated Worker	66% 66%	NA

WIA- Older Youth

<u>Measure</u>	<u>Equation</u>	<u>Population</u>	<u>PY06</u>	<u>PY07</u>
Entered Employment Rate <i>(Of those who are not employed at the date of participation and who are not enrolled in post-secondary education or advanced training in the first quarter after the exit quarter)</i>	# Employed in 1Q after the Exit Q # of participants who Exit during the Q	Older Youth	73%	NA
Employment Retention Rate <i>(Of those who are employed in the first quarter after the exit quarter and who are not enrolled in post-secondary education or advanced training in the third quarter after the exit quarter)</i>	# Employed in the 2 & 3Q after exit # of participants who Exit during the Q	Older Youth	91%	NA
Earnings Change <i>(Of those who are employed in the first, second, and third quarters and who are not enrolled in post-secondary education or advanced training in the third quarter after the exit quarter)</i>	Total earnings in the 2Q, plus the total earning in the 3Q after the Exit Q minus pre-program earnings # of participants who Exit during the Q	Older Youth	\$3,050	NA
Credential Rate	# who are employed, in post-secondary education or advanced training in the 1Q after exit and received a credential by 3Q after exit # of participants who Exit during the Q	Older Youth	61%	NA

WIA- Younger Youth

<u>Measure</u>	<u>Equation</u>	<u>Population</u>	<u>PY06</u>	<u>PY07</u>
Skill Attainment <i>(Of all in-school and any out-of-school youth assessed to be in need of basic skills, work readiness skills and/or occupational skills)</i>	# of basic skills goals attained, plus # of work readiness skills, plus # of occupational skills goals attained # of basic skills goals, plus # of work readiness skills, plus # of occupational skills set	Younger Youth	90%	NA
Diploma or Equivalent Attainment <i>(Of those without a diploma or equivalent at the date of participation)</i>	# who attained secondary school diploma or equivalent in 1Q after Exit # who Exit during the Q (except those still in secondary school at Exit)	Younger Youth	70%	NA
Retention Rate	# of YY found in post secondary education, advanced training, employment, military services or a qualified apprenticeship, in the 3 Q after Exit # who Exit during the Q (except those still in secondary school at Exit)	Younger Youth	55%	NA

Wagner-Peyser

<u>Measure</u>	<u>Equation</u>	<u>Population</u>	<u>PY06</u>	<u>PY07</u>
Entered Employment Rate	(see WIA)	All WP Registered Job Seekers	58%	60%
Employment Retention Rate	(see WIA)	All WP Registered Job Seekers	76%	77%
Average Earning Increase	(see WIA)	All WP Registered Job Seekers	\$15,195	\$15,346

Veterans

<u>Measure</u>	<u>Equation</u>	<u>Population</u>	<u>PY06</u>	<u>PY07</u>
Veterans Entered Employment Rate	(see WIA)	Veterans registered with NMDOL	58%	59.5%
Veterans Employment Retention Rate	(see WIA)	Veterans registered with NMDOL	75%	81.5%
Disabled Veterans Entered Employment Rate	(see WIA)	Disabled Veterans registered with NMDOL	55%	59.5%
Disabled Veterans Employment Retention Rate	(see WIA)	Disabled Veterans registered with NMDOL	70%	79.5%

** Note: Veterans Program Performance Measures are negotiated annually.

Unemployment Insurance

<u>Measure</u>	<u>Population</u>	<u>Interstate</u>	<u>Intrastate</u>	<u>UCFE</u> (Federal claims)	<u>UCS</u> (military claims)
First Payment- made within 21 days from the week ending date of the first compensable week	Individuals that become unemployed through no fault of their own (ie: layoff, closure, etc.)	70%	87%	70%	87%
Timeliness- Separation and Non-Separation issues should be adjudicated within 21 days of the date the issue is detected	Individuals that become unemployed through no fault of their own (ie: layoff, closure, etc.)	80% (Separation and Non-Separation)	80% (Separation and Non-Separation)	NA	NA
Quality- Claims are graded on a quarterly basis	Individuals that become unemployed through no fault of their own (ie: layoff, closure, etc.)	75% of all claims graded for Separation issues and Non-Separation issues.			

Job Corps

Direct Center Services- 35%				
<u>Measure</u>	<u>Equation</u>	<u>Population</u>	<u>PY06</u>	<u>PY07</u>
High School Diploma/GED Attainment Rate*	# of student who attain a <u>HSD or GED</u> # of Students without a HSD or GED at entry	Job Corps Participants	50%	NA
Vocational Completion Rate	# of students who complete a Vocational Training <u>Program</u> # of students who exit the program	Job Corps Participants	65%	NA
Literacy Gain Rate*	# of student who increase at least one educational functioning level on the highest valid subsequent <u>TABE reading test</u> # of students who score 552 or lower on the initial TABE reading test or who do not take a valid initial reading test during the first 21 days on center	Job Corps Participants	55%	NA
Numeracy Gain Rate*	# of student who increase at least one educational functioning level on the highest valid subsequent <u>TABE math test</u> # of students who score 551 or lower on the initial TABE reading test or who do not take a valid initial math test during the first 21 days on center	Job Corps Participants	55%	NA
Short-Term Career Transition Services- 35%				
<u>Measure</u>	<u>Equation</u>	<u>Population</u>	<u>PY06</u>	<u>PY07</u>
Vocational Completer JTM Placement Rate	# of vocational completers placed in training- related <u>jobs or the military</u> All vocational completers who were placed in jobs or the military	Job Corps Participants	65%	NA

* Model-based goals

Short-Term Career Transition Services- 35%- continued				
Measure	Equation	Population	PY06	PY07
Post-Enrollment Placement Rate	$\frac{\text{\# of former enrollees and graduates placed in a job, the military or school or graduates who transfer to an AT program}}{\text{\# of former enrollees and graduates due or received, or graduates who transfer to an AT program}}$	Job Corps Participants	85%	NA
Graduate Placement Rate	$\frac{\text{\# of graduates placed in a job, the military or school or who transfer to an AT program}}{\text{\# of graduates due to received or who transfer to an AT program}}$	Job Corps Participants	95%	NA
Graduate Average Wage at Placement*	$\frac{\text{Sum of wages of graduates placed in a job or the military}}{\text{\# of graduates placed in a job or the military}}$	Job Corps Participants	\$8.65	NA
Long-Term Career Transition Services- 30%				
Measure	Equation	Population	PY06	PY07
Graduate 6-Month Follow-up Placement Rate	$\frac{\text{\# of graduates in job, military, or school at 6 months after initial placement}}{\text{\# of initially placed graduates who complete the 6-month follow-up survey}}$	Job Corps Participants	70%	NA
Graduate 6-Month Average Weekly Earnings*	$\frac{\text{Sum of weekly earnings of graduates in a job or the military at 6 months after initial placement}}{\text{\# of placed graduates in a job or the military at 6 month after initial placement}}$	Job Corps Participants	\$390	NA
Graduate 12-Month Follow-up Placement Rate	$\frac{\text{\# of graduates in job, military, or school at 12 months after initial placement}}{\text{\# of initially placed graduates who complete the 12-month follow-up survey}}$	Job Corps Participants	70%	NA

* Model-based goals

Team Works

<u>Measure</u>	<u>PY06</u>	<u>PY07</u>
All families Federal Participation Rate	NA	50%
Two Parent Family Rate	NA	NA
Number of Paid Employments- All Clients	NA	315
Average Hourly Rate (Albuquerque)	NA	\$7.50
Percent of TANF Participants Employed Nine Months After Initial Placement	NA	70%
Number of TANF Clients Served	NA	1,000
Number of Twelve Week Classes Conducted	NA	18
Percent of Clients Placed into Jobs at \$7.00 per hour	NA	45%
TANF Women Served (Albuquerque)	NA	700
Number of Employments	NA	1,078
Number of Employments Greater than \$7.50 per hour wage	NA	35%
Percent of 3 Month Job Retentions	NA	75%
Percent of 6 Month Job Retentions	NA	65%
Percent of 9 Month Job Retentions	NA	45%

DVR Navigators

<u>Measure</u>	<u>Annually</u>
Exiters with Disabilities in the Workforce	6.2%
Entered Employment Rate for People with Disabilities	67%
Employment Retention Rate for People with Disabilities	82%
Average Earning Increase for People with Disabilities	\$1,872

Goodwill Industries

<u>Measure (Goals and Objectives)</u>	<u>Completion Date</u>
Meet Workforce Development Placement Goal of 440 Quality Competitive Community Employment Placements	Annually
Serve at Least 2,400 People through Community Employment Program	Annually
Customer Satisfaction Data will Report an Overall of 90% minimum Satisfaction Standard	Annually
Identify and develop two (2) new funding sources for Workforce Development Department	Annually
Increase Employer-Business Partnerships Statewide by Three (3) New Business Contracts who will Consistently Hire GILNM Referred Clientele in Quality Competitive Placements	Annually
Conduct File Management Training for the Community Employment Program in Order to Meet GILNM, DOH, and CARF Requirements	Annually

GOLD Mentors

<u>Over-Arching Goals</u>
Provide for supplemental, non-duplicative mentoring and life skills services for TANF recipients and TANF eligible individuals, to increase family income and end dependency on federal program by promoting job preparedness and work.
Ensure that 100% of TANF eligible participants (non-TANF cash recipients) receiving services have eligibility evaluated, verified and documented by the service provider prior to receiving TANF services.
<p>Mentoring includes:</p> <ul style="list-style-type: none"> ▪ Imparting workplace ethics, job coaching, mock employment interviews, and resume writing ▪ Life skills mentoring ▪ Compliance with TANF work requirements ▪ Client advocacy ▪ Referrals to community resources for substance abuse, domestic violence, adult basic education, mental health services, childcare assistance, transportation and housing ▪ Personal appearance and grooming skills ▪ Contacts with prospective employers to help secure jobs for participants ▪ Assistance in establishing life and employment goals ▪ Post employment mentoring for up to nine months to encourage continued employment
<p>Reports as minimum must include the following:</p> <ul style="list-style-type: none"> ▪ A description of each of the major program benefits, services and activities ▪ The average monthly and YTD cost per individual ▪ State and county monthly and YTD unduplicated participants referrals received ▪ State and County month and YTD unduplicated totals of participants listed by service type (pre-employment mentoring, post-employment mentoring)

ATTACHMENT “E”

WCCNM RFP DEFINITIONS

(Additional definitions may be found in Title I of the WIA.)

Administrative Costs

Direct and Indirect costs associated with the management of the program may be funded by this proposal. Administrative costs include such functions as accounting, budgeting, purchasing, personnel, and audit, legal and related functions. **Direct administrative costs** would include those individuals dedicated exclusively to the WIA program performing the functions listed above. **Indirect administrative costs** would include individuals performing the above functions for a number of programs/funding sources or common or joint purposes and cannot readily be identified with a particular program or cost.

Adult

The term adult means an individual who is age 18 or older.

Allowable Costs

Those costs which are necessary, reasonable and allowable under applicable Federal, State and local law for the proper administration and performance of services to participants.

Assessment

The process whereby customers are interviewed to determine their employability, motivation, aptitude, abilities and interests in order to determine their suitability for services and to develop an individual service strategy for the attainment of the individual's career goals. Testing and counseling are a part of the assessment process.

Audit

A systematic review by a CPA to determine and report whether an organization's financial operations are being properly conducted, financial reports are being presented fairly and applicable laws and regulations are being complied with. All successful proposers must submit an audit of their organization. Audits must adhere to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156, and be in accordance with OMB Circulars A-128, A-133, or United States Department of Labor and State of New Mexico rules as they apply to for profit providers.

Business and Career Centers

The Business and Career Centers are located where a customer can access all information needed on the labor market, employment opportunities, training and supportive services necessary to assist that applicant in obtaining and retaining employment that makes him or her self-sufficient. The Business and Career Centers provide Level 1-3 services as well as access to and information regarding Workforce System Partners.

Co-Location

Co-location refers to one physical location where services are delivered by state and other agencies. Co-location is intended to facilitate the delivery of comprehensive, demand-driven, integrated workforce services.

Cost Reimbursement Contracts

This is an agreement that provides for the reimbursement of allowable costs which have been identified and approved in the budget. Contractors must maintain the documentation necessary to support the costs.

Cost-Sharing

Cost-sharing applies to all agencies participating in the Business and Career Centers. Cost-sharing applies to the cost of development, design and delivery of services, and to the costs of facilities, equipment and operation of facilities.

Demand-Driven Strategy

A demand-driven strategy involves identifying business' workforce needs, developing and packaging workforce services to provide value-added solutions, delivering solutions flexibly and responsively, and building relationships based on success. Demand-driven service integration is embodied in WCCNM's Business and Career Centers.

Dislocated Worker

An individual who:

- Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; and
 - Is eligible for or has exhausted entitlement from unemployment compensation; or
 - Has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation; and
 - Is unlikely to return to a previous industry or occupation

- Has been terminated or laid off, or has received notice of termination or layoff as a result of any permanent closure of or any substantial layoff at a plant, facility, or enterprise
- Was self-employed
- Is a displaced homemaker

Displaced Homemaker

A displaced homemaker is an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member and is no longer supported by that income, and is unemployed, underemployed or experiencing difficulty in obtaining or upgrading employment.

Economically Disadvantaged

An individual who (a) receives, or is a member of a family which receives, cash welfare payments under a federal, state or local welfare program; (b) has, or is a member of a family which has, received a total family income for the six month period prior to application for the program involved (exclusive of unemployment compensation, child support payments and welfare payments) which, in relation to family size, was not in excess of the higher of (i) the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget, or (ii) 70 percent of the lower living standard income level; (c) is receiving food stamps pursuant to the Food Stamp Act of 1977, as amended; (d) is a foster child on behalf of whom state or local government payments are made; or (e) is a handicapped individual whose own income meets the requirements of clause (a) or (b), but who is a member of a family whose income does not meet such requirements.

Eligible or Eligibility

Refers to an individual's status in relation to their ability to participate in a TANF, Food Stamp, Training, or other needs based program. For WIA it is based upon age, economic status, and serious barriers to employment. The barriers are set forth in these definitions. For dislocated workers programs, it is based upon plant closures, layoffs, and long-term unemployment as set forth in the rules governing that program. For TANF, it is based on income, custody of a child or children. For Food Stamps, it is based upon income and work history.

Eligible Youth

The term "eligible youth" means an individual who is:

- Not less than age 14 and not more than age 21;
- A low-income individual; and
- Is an individual who is one or more of the following:
 - deficient in basic literacy skills
 - a school dropout

- homeless, a runaway, or a foster child
- pregnant or a parent
- an offender
- an individual who requires additional assistance to complete an educational program, or to secure and hold employment

Individual Employment Plan

An individual plan for a customer, which includes an employment goal, achievement objectives, and the appropriate combination of services, determined during the individual's objective assessment. An Individual Employment Plan is a Level 2 service provided in the Business and Career Centers. It includes the training and employability plans for each customer.

Job Search Assistance

Job Search assistance prepares the worker or job seeker with the instruction and skills necessary to obtain full time employment. These skills may include resume writing, interviewing skills, telephone techniques, and job acquisition skills.

Labor Market Information

Occupational supply and demand information for the Central Area of New Mexico, identifying areas of growth or decline for the labor market and assessment of the effects of such growth or decline.

Level 1 Services

Level 1 Services at the Business and Career Centers are available to everyone and are to be provided by the Business and Career Center partners. Level 1 service includes:

- Determination of whether a worker or job seeker is eligible to receive assistance;
- Outreach, intake and orientation to the information and other services available;
- Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
- Job search and placement assistance and, where appropriate, career counseling;
- Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market area including job listings, required job skills, local occupations in demand, and earnings potential;
- Provision of performance information and program cost information on eligible providers of training services, eligible provider of youth activities, providers of adult education, providers of postsecondary vocational education, and vocational education available to school dropouts under Carl Perkins Act, and Providers of Vocational Rehabilitation;
- Provision of information regarding how the local areas are performing on local performance measures;

- Provision of accurate information relating to the availability of supportive services, including child care and transportation;
- Provision of information regarding filing claims for unemployment compensation;
- Assistance to attain information regarding programs of financial aid for training and education that are not funded under the WIA; and
- Follow-up services for applicants who are placed in unsubsidized employment for not less than 12 months.

Level 2 Services

Level 2 services to adults and dislocated workers are designed for the unemployed who are unable to obtain employment through Level 1 services, and have been determined to be in need of more “intensive services” in order to obtain employment or to obtain and retain employment that allows for self-sufficiency. Level 2 services include but are not limited to:

- comprehensive and specialized assessment of skill levels;
- individual employment plans;
- individual and group counseling;
- Case Management; and
- short-term pre-vocational services
- Adult education and literacy activities.

Level 3 Services

Level 3 services that may be provided using WIA funding for adults and dislocated workers includes:

- Occupational skills training, including training for nontraditional employment
- On-the-job training
- Programs that combine workplace training with related instruction, which may include cooperative education program
- Training programs provided by the private sector
- Skill upgrading and retraining
- Entrepreneurial training
- Job readiness training
- Adult education and literacy activities provided in combination with other services
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

Worker or job seeker

Any individual seeking job placement, counseling, training, or other appropriate services through one of the Business and Career Centers.

Workforce Connection Partners -- Partners which may be included in a Business and Career Center are:

1. Title I WIA programs serving adults, dislocated workers, youth, Job Corps, Native American programs, migrant and seasonal farm worker programs, and Veterans' work-force programs;
2. Programs authorized under Wagner-Peyser;
3. Adult education and literacy activities;
4. Vocational rehabilitation programs;
5. Welfare-to-Work (WtW) programs;
6. Senior community service employment activities;
7. Post secondary vocational education activities;
8. Trade Adjustment Assistance (TAA) and North American Free Trade Agreement (NAFTA) activities;
9. Activities authorized for local veterans' employment representatives and disabled veterans;
10. Employment and training activities under the Community Services Block Grant;
11. Employment and training activities carried out by the Department of Housing and Urban Development; and,
12. Programs authorized under State unemployment compensation laws.

Each Business and Career Center will have one or more of the partners listed above.

Additional Workforce Connection Partners. Federal WIA regulations urge one-stop delivery systems (Business and Career Centers) to include other entities that carry out human resource programs, regardless if Federal, State, or local, public or private, to serve as additional partners in the One-Stop system if the local board and chief elected official(s) approve the entity's participation. Additional partners may include:

1. Local Temporary Aid to Needy Families (TANF) programs;
2. Employment and training programs authorized under the Food Stamp Act;
3. Work programs authorized under the Food Stamp Act;
4. Programs authorized under the National and Community Service Act; and,
5. Other appropriate programs, including programs related to transportation and
6. Housing.

A Business and Career Center may have one or more of the partners listed above.

OJT

On the Job Training

One-Stop Operator

One-Stop Operator means the primary entity hired under contract by the WCCNM to support WCCNM's comprehensive workforce system, including the Central Area's regional industry and business strategy and for the operation of the four Business and Career Center sites in accord with each site's Business Plan. The One-Stop Operator is the Central Area is the Mid-Region Council of Government (MRCOG). The One-Stop Operator is the primary entity responsible for the provision of a seamless array of workforce services described in the sites' Business Plans.

O-Net

O*NET, the Occupational Information Network, is a comprehensive database of worker attributes and job characteristics. As the replacement for the *Dictionary of Occupational Titles* (DOT), O*NET will be the nation's primary source of occupational

Participants

An individual who has been determined eligible for receipt of intensive and/or training services and has completed an objective assessment or an individual classified as eligible under another grant program.

Profit

An amount in excess of the cost necessary to operate a program. Profit is allowable under a cost reimbursement contract to the extent it is reasonable as determined during contract negotiations. It includes that amount associated with proprietary materials in the cost of the program.

Program Income

Income generated by a contract funded by State and Federal funds, as a result of fees, rental of real or personal property, the sale of commodities or items developed with contract funds, and revenues in excess of costs earned by organizations. Program Income does not include profit earned by for profit agencies and identified and agreed to in the Contract budget.

Service Integration

Service integration unifies service delivery, eliminates the need for separation and duplication, and unites workforce partners' services to leverage workforce resources and provide more and better services for business and job seekers to achieve results. Service integration involves integrating service delivery staff and support systems required to develop and deliver services, eliminating duplication and redundancy, creating single points of contact for job seekers and business representatives for businesses.

TANF

Temporary Assistance for Needy Families. One of four federal block grants under the new federal welfare reform law.

USDOL

The United States Department of Labor

WCCNM

Workforce Connection of Central New Mexico is the legal name of the Central Area's local Workforce Investment Board

WIA

The Workforce Investment Act

Workforce Investment System

The comprehensive and integrated system of employment and workforce development services that provides for a local area and skilled workforce necessary to support economic health and growth.

Youth

An individual the age of 14 through 21.

ATTACHMENT “F”

PY 07 FUNDING ESTIMATES FOR DIRECT CUSTOMER SERVICES

The figures listed below are for the Adult and Dislocated Worker WIA funding streams.

Adult

Dislocated Worker

Total

The above noted allocations would fund Level 1-4 services/activities. Your proposal should demonstrate how the above amounts would be budgeted for those Level 1-4 services/activities.

Final unobligated funds (carry in) from PY06 will be identified within 45 days and made available to the selected Contractor(s).